

## TRUSTEE RECRUITMENT PROCESS – Company Secretary



### Who are The Friends of Teddington Memorial Hospital?

We have been a registered charity since 1954, providing essential support for the patients, staff and community of Teddington Memorial Hospital.

We enable and enhance the provision of medical services, facilities and general improvements above the NHS-funded baseline to ensure the hospital's long-term future.

Over £8 million has been raised since our inception as the League of Friends in 1954, and still going strong!

The objective of The Friends is to create a partnership between Teddington Memorial Hospital, the local NHS, local organisations, and the local community, raising money to ensure continuous funding for enhancement to the provision of equipment and services in both a reactive and proactive way.

### Friends of TMH Values

We are proud of our five fundamental values.

- **Caring** is defined as 'displaying kindness and concern for others' and 'looking after others'. It's at the heart of what we do.
- **Trusted**: meaning both 'to have a firm belief in ability' and 'being responsible for something'. We are proud to be charged to support TMH in the best way possible.
- **Integrity**: We uphold strong principles to support staff, patients, and the community.
- **Efficient**: we strive to maximise our results without wasted expense or effort.
- **Reliable**: we make every effort to ensure our activities are consistent of the highest quality.

### How to get involved as a Company Secretary Trustee

By becoming a Company Secretary Trustee you will help to manage the organisation and give your time and services for the good of the cause, enabling all project donations and legacies to be applied to improve the hospital's facilities.

If you are interested in applying, please review the attached role profile and please send a CV outlining how you meet the requirements to: [projects@friends-tmh.co.uk](mailto:projects@friends-tmh.co.uk)

If your CV is shortlisted you will be invited to attend an interview with a panel of Trustees.

The successful applicant will be required to provide details of referees as well as other employment checks including proof of identity and the completion of a Criminal Records Bureau disclosure application with satisfactory clearance. In addition, for specific roles applicants may be required to provide actual certificates of qualifications.

To find out more about becoming a Trustee, please see the GOV.UK guidance [Find out what being a charity trustee involves](#).