



**REGISTERED CHARITY No 1142883**

[www.cancersupport.wales](http://www.cancersupport.wales)

Thank you for your interest in becoming a trustee with CISS. Here is some background about who we are and what we do.

CISS is a local registered charity and limited company providing support to anyone affected by cancer, whether as a patient, carer, relative or friend. We operate an information and counselling centre in Swansea where we offer emotional support, one to one counselling and a range of information. In addition to our centre, we work out of Local Health Board premises in Neath and Port Talbot and offer a wide-ranging outreach service including attendance at hospitals, hospices, clinics and wards, visiting clients at home or at work and speaking to community and social groups. In the twenty five years since inception, CISS has assisted more than 160,000 people.

Funding for the service, which is offered to clients entirely free of charge, comes partly from Swansea Bay University Health Board and also from a range of grants or donations from other organisations, but a significant part of our funding is generated from our two charity shops. These are considerable businesses in their own right which increase visibility of our service, provide a community service and offer an opportunity for clients and the public to contribute to CISS as donors of saleable goods, as purchasers or as volunteers.

The CISS charity is run by a board of trustees who oversee the strategic direction of its activity. The day to day operation of the service is carried out by a manager and a group of salaried staff, assisted by a large body of volunteers. Among the staff and volunteers we have up to twenty trained counsellors working to BACP ethics and guidelines.

There has been evidence for some time to support CISS expanding its service to include children and young people, and we have recently been fortunate in obtaining funding to make this expansion possible. Following extensive staff training, we have now launched our children and young person's service allowing us to offer support to anyone aged three years and above.

CISS is currently looking for new trustees to strengthen the skills on the board. The essential role of trustees can be found at this link to the Charity

Commission website: <http://www.charity-commission.gov.uk/Publications/cc3a.aspx>

In addition to these core attributes, we are looking for trustees with drive and enthusiasm who are motivated by a wish to improve the lives of those affected by cancer. We currently have vacancies for people with proven experience in one or more of the following areas:

- Finance / accountancy
- Business management in the retail sector

If this experience was in the third sector, that would be particularly helpful. The time commitment is not onerous; the trustees meet at roughly six-week intervals, usually in the early evening. Between meetings we keep in touch, usually by email, but not so frequently as to be intrusive.

If our activities strike a chord with you, and your experience matches our needs, I would be grateful if you would complete the questionnaire below and provide any additional information which you think may be relevant. I look forward to hearing from you.

Carolyn Kirby OBE  
Chairman

Please supply the following information and send it to [help@cancersupport.wales](mailto:help@cancersupport.wales).

Name

Address

Tel (landline/mobile)

Email

What attracts you to being a trustee at CISS?

Have you had any experience of being a trustee? If so, please give a brief outline.

What particular skills do you feel you could contribute to CISS?

Have you had personal experience of the treatment or effects of cancer?

What is your cultural/ personal/ working background?

Have you volunteered for any other charity in any capacity?

What languages do you speak?

Is there anything else you feel is relevant to your application not covered above?