



## **CANCER INFORMATION AND SUPPORT SERVICES**

**REGISTERED CHARITY No 1039824**

[www.cancerinformation.org.uk](http://www.cancerinformation.org.uk)

CISS is a registered charity providing information and support to anyone affected by cancer, whether as a patient, carer, relative or friend. We operate two drop-in centres (one in Swansea, one in Neath) where we offer support, counselling and a range of therapies, and which we make available to a number of self-help groups. In addition to our centres, we offer a wide-ranging outreach service including attendance at hospital clinics and wards, visiting clients at home and speaking to community and social groups about self examination, early warning signs and healthy lifestyles. We also run two charity shops which help with our fundraising. In the sixteen years since inception, CISS has assisted more than 85,000 people.

CISS as a 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 run by a manager and a small group of salaried staff, assisted by a large body of volunteers. Among the staff and volunteers we have more than 20 trained counsellors working to BACP regulations. Funding for the service comes from the Swansea and Neath/Port Talbot local health boards together with a range of grants and donations from other bodies, boosted by our own fundraising.

CISS is now entering its second year of a three year Lottery funded project to strengthen its outreach work in Swansea/Neath /Port Talbot but also to extend the service into Carmarthenshire where we have for some time identified significant unmet need.

In light of this significant expansion, CISS is also looking for new trustees to assist in running the charity and refresh and expand our expertise. The essential role of trustees can be found at this link to the Charity Commission website:

<http://www.charity-commission.gov.uk/Publications/cc3.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. Experience in the fields of healthcare, business and finance and the voluntary sector are likely to be helpful, but we are keen to hear from people of any background or community who feel they have something to contribute. We also want to recruit trustees from a wide geographical area to reflect our expanding service. The time commitment is not onerous. The trustees meet at roughly six week intervals, usually in the early evening. Between meetings we keep abreast of issues usually by email, but not so frequently as to be intrusive!

Please complete the questions below and provide any other information you think may be relevant. I look forward to hearing from you. Please note the closing date for applications is November 30<sup>th</sup> 2010.

Carolyn Kirby  
Chairman, CISS.

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?