



Donor Conception Network

Trustee Information Pack 2026

Thank you for your interest in becoming a trustee of the Donor Conception Network (DCN).

The closing date for applications is **7 September 2026**. To apply, please send a CV and a covering letter to enquiries@dcnetwork.org. Interviews for short-listed candidates will be held online on **Thursday 17** and **Friday 18 September 2026** and final decisions will be made within a week. We have a trustee meeting Wednesday 21 October, 10-1pm and would hope new trustees will attend.

Your covering letter should describe your interest in the work of DCN and the contribution you can make and provide examples to demonstrate how you meet the criteria in this information pack. If you are interested in the role of Chair, please make that clear and demonstrate your suitability.

Successful applicants will be asked to provide the names, positions and contact details for two referees who are in a position to comment on their professional and/or personal experience. You can put these details on your application if you wish; we won't approach them without your prior permission.

For further information please look carefully at our website www.dcnetwork.org. For an informal discussion contact the chair of trustees, Geoffrey Marx, chair@dcnetwork.org.

Trustee role description

- To undertake the role of trustee and participate in DCN's board of trustees.
- To help ensure that the Board fulfils its responsibilities for the governance and strategic direction of the organisation to ensure the financial stability of DCN.
- To provide support and constructive challenge to the Director to ensure the effective and efficient administration of DCN.
- To contribute actively to the development of strategy, agreeing overall policy, goals and targets, and evaluate performance.
- To help ensure appropriate accountability to the Charity Commission, DCN's funders and service users.
- To safeguard the reputation, purpose and values of DCN, and ensure the organisation maintains a duty of care for staff.
- To act as an ambassador promoting the work of DCN.
- As a trustee with professional experience in the field of fertility and/or donor conception, to bring to bear this experience for the benefit of DCN through insight, networks, and awareness of wider trends in the sector.
- Chair of Trustees [role description](#)

New trustees will have an induction to the role and an opportunity to familiarise themselves with the work of the organisation. It is expected that trustees will undertake a range of activities to further its work and safeguard its long-term future.

These will include:

- Attending Board meetings and other meetings as necessary, held during the working day, usually on a Wednesday morning (which can be attended on zoom or in person).
- Attending at least one national conference a year.
- Using skills, knowledge and experience to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new and existing initiatives and other issues in which they have special expertise.
- Active involvement in advancing the work of DCN throughout the year and supporting the Director and staff.

Trustees will be expected to commit to serve for a three-year term that is renewable at the end of the term. A trustee is required to act reasonably and prudently in all matters relating to the charity and always bear the interests of DCN in mind.

The Charities Act disqualifies anyone with a history of:

- **Criminal Convictions:** Having unspent convictions for offences involving dishonesty, deception, terrorism, or money laundering.
- **Insolvency:** Being an undischarged bankrupt or having an active bankruptcy restrictions order.
- **Disqualification from Other Roles:** Being disqualified as a company director or previously removed from acting as a charity trustee due to misconduct or mismanagement.
- **Serious Violations:** Being found guilty of contempt of court or placed on the Sex Offenders Register.
- **Misconduct:** Being found responsible for misconduct or mismanagement that harmed public trust and confidence in charities.
- **HMRC Decisions:** Being deemed unfit to manage a charity by HMRC.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver.

Trustee personal criteria

Essential

1. Experience, knowledge and understanding

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Treasurer, Trustee and Director
- If applying for the role of Chair you will need experience of board or committee membership, ideally with experience chairing
- A record of achievement within the applicant's professional or personal life
- A commitment to the aims of DCN
- Experience, or an understanding of, managing relationships with external stakeholders/business partners.
- An understanding of, and commitment to, the values of accountability, probity, and openness.
- Empathy and understanding of donor conception issues. This could be in a personal, practical, or professional capacity.

2. Skills and abilities

- Good, independent judgement
- Strategic awareness and an ability to process detail and get to the heart of an issue
- Good communication and interpersonal skills
- Experience of effective team working
- Willingness and ability to devote the necessary time and effort to trustee duties

We are particularly looking for someone to take on the [role of Chair](#), but additionally, we are interested in trustees with experience or skills in:

- Marketing, PR or digital media
- IT/website development
- AI or data analysis

Desirable criteria

Candidates might also bring:

- Experience of board or committee membership, in a charitable, public sector or commercial organisation (essential for the role of chair)
- Experience of formulating effective organisational objectives and strategies
- Financial and business acumen
- An understanding of governance issues in the charity sector
- Experience of the voluntary sector