



# The Royal College of Emergency Medicine

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## Lay Trustee

### Board of Trustees

#### Royal College of Emergency Medicine

### **Our Board of Trustees**

New Trustee Board Make Up

We are making changes to our Trustee Board. Currently we have a 29 Trustees within our College Council. To adhere to Charity Commission best practice, we are planning to create the new smaller Trustee Board of 12 people to take effect in July 2021.

#### **The new Board will comprise:**

President: Dr Katherine Henderson, who will be Chair of the Board of Trustees

Dean: Dr Will Townend

Treasurer: Dr Scott Hepburn

Vice President Membership: Dr Carole Gavin

Lay Group Chair: Ms Jayne Hilderley

Three Lay Trustees – being recruited through this recruitment and selection process.

Four from the College Membership, two nominated from the College Council and two appointed from the College Membership though a recruitment and selection process.

## **Role Description**

### **New Trustee Opportunity**

We are seeking new Trustees to join our new, smaller Trustee Board. As a Trustee you will bring leadership skills, knowledge and experience, independence, and objectivity of judgement, on matters relating to:

- developing and fulfilling the charity's aims and objectives and ensuring that suitable resources are in place;
- constructively challenging and contributing to the development of the strategy of the charity, including setting goals and targets
- helping develop and implement the charity's values and standards and ensuring its responsibilities to its stakeholders are met;
- monitor and evaluate our performance against agreed objectives;
- ensuring that the charity's income is directed solely to its charitable purposes and using reasonable endeavours to ensure, so far as within the powers of the trustees, the Charity is financially viable;
- protecting and managing the property of the charity;
- ensuring the proper investment of the charity's funds;
- being satisfied that financial information is accurate and that financial and legal controls and systems of risk management are robust and defensible;
- appointing the Chief Executive and monitoring their performance.

### **Role of Trustee Board**

The new Trustee Board are expected to want to establish a good and effective working relationship with the College Council in particular.

It is expected that the new Trustee Board will focus its efforts on the following:

- Ensure the College's compliance with the Royal Charter, Ordinances and Byelaws and that resources are only applied in furtherance of the College's charitable purposes.
- Approve College strategy.
- Approve College budget and annual business plans and key policies to achieve the strategy.
- Approve the annual accounts and Trustees' report.

- Appoint (and if necessary remove) Chief Executive and other members of Senior Management Team.
- Establish and oversee a framework of delegation to Officers, the Specialist Board, Committees, working groups, the Chief Executive, and other Senior Management Team.
- Establish and oversee a framework for identifying and managing risks.
- Establish and oversee a framework to ensure compliance with all law affecting the activities of the College.
- Approve College Investment Policy.
- Ensure proper financial records, reporting and internal controls and systems.
- Monitor overall performance of the College against its strategy, plans, budget, and policies
- Monitor [quarterly] management accounts and cashflow and ensure the College continues as a going concern for the foreseeable future.
- Approve all acquisitions and disposals of land, mortgages, and grant of leases by the College

### **Future Role of the College Council**

- The Council having formerly also been the Trustee Board will in future have a focus on emergency medicine specialty matters including:
- The future education strategy including a focus on examinations, continuing professional development including eLearning, conferences and events, support for the training programme of those doctors and other professionals developing in emergency medicine;
- Clinical standards and the design and delivery of the emergency medicine service; as well as
  - the research undertaken within the specialty and
  - influencing the development of national health policy across the UK.

## **Person Specification for Lay Trustee**

The College strives to reflect diversity in all Board appointments. We welcome applications from everyone, regardless of age, gender, gender identity and expression, ethnicity, sexual orientation, faith, or disability. We really want to have an appropriate mix of Board members from all sectors and backgrounds.

Additionally, we are looking for these skills within our Trustees:

1. An understanding and belief in the vision and goals of the College;
2. A sound appreciation of the responsibilities of a trustee and the role of a non-executive;
3. Ability to take a broad view of the issues facing emergency medicine;
4. Able to fit into a collegiate style, that is both approachable and participative;
5. An ability to contribute effectively and appropriately to a Board of Trustees;
6. Sufficient time to commit to the role.

### **Lay Trustee**

We are looking for a blend of skills, experience and diversity across the three Lay Trustees.

We need to cover three specific areas of skills and experience though we do not expect one candidate to have all three, matching one of these is sufficient:

1. Deep charity governance experience
2. international experience from living and working overseas
3. Strategic and broad commercial expertise.

### **Time Commitment**

We envisage that the new Trustee Board will meet quarterly and there will also need to be some time set aside to prepare for the meetings, including reviewing papers. So, we expect around 8-10 days a year, with some meetings held in London and other meetings online using Zoom or Microsoft Teams.

### **Terms and Conditions**

Trustees are normally appointed initially for 3 years and may be reappointed, to serve up to a maximum of 6 years. However, as we are starting this new Board, we

intend to stagger the terms of office so that all of our Trustees don't come up for renewal at the same time. This will give us some continuity.

We intend to allow for a probationary period of 6 months subject to Chair of Trustee Board sign off.

College Trustee Board members will not be paid a salary, fee or any other remuneration or benefit by the College, except for reasonable out-of-pocket expenses in line with the College Expenses Policy.

The College has in place appropriate Trustee indemnity insurance.

All Trustees must complete a declaration of interests and so provide details of their activities and interests with other organisations. This is to enable the College to consider how to manage any interests likely to give rise to a conflict of interest between a Trustee's duty to act solely in the interests of the College and any other interest (direct or indirect) and conform to the Code of Conduct.