

Member Trustee and Trainee's Committee Chair

Role description

About us

British Society for Rheumatology is the leading UK specialist medical society for rheumatology and musculoskeletal care professionals. We support our members to deliver the best care at all stages of the care pathway, improving the lives of children and adults with rheumatic and musculoskeletal disease.

Our vision, mission and values

Vision

People with rheumatic conditions across the lifespan receive the highest quality outcomes and live well.

Mission

To champion the specialty, influencing change and building a thriving community of best practice.

Values

The values which guide our approach are:

- Celebratory – we celebrate the achievements in rheumatology
- Inclusive – we support everyone in the rheumatology community
- Sustainable – we work to reduce the impact of our activities on the environment
- Leading – we use our profile to drive change and support those working in the specialty
- Collaborative – we always seek to work with others to have a greater impact

You can read about our current 5 year strategy here: <https://www.rheumatology.org.uk/about-bsr/vision-mission-and-values>

Who might be interested in this opportunity

In this dual role as Trustee and Chair of the Trainee's Committee, you will have the opportunity to influence and oversee the strategic direction and delivery of BSR's work. One trustee role on the Board is protected for current rheumatology trainees working in the UK in adult, paediatric or adolescent rheumatology. You don't need to have previous experience as a Trustee as we'll provide a full induction and training, and we have experienced Trustees on our Board.

BSR is committed to encouraging inclusion, equality and diversity. We are actively trying to increase the diversity of our staff team and volunteer roles. We try to reduce as many barriers as we can for those with a disability, which you can find out more about [here](#). We welcome approaches from individuals from underrepresented groups, including those from minoritised communities, and those with a disability, to better reflect the community we serve and help broaden our perspectives.

Purpose of the role

Members of the Board of Trustees make up the governing body of the society. Trustees are responsible for ensuring BSR remains true to its charitable purpose and objects set out in its governing documents and for meeting BSR's legal and financial duties as a registered charity. BSR is also a registered company limited by guarantee and therefore all Trustees automatically become company directors registered at Companies House. All trustees share responsibility for monitoring BSR's finances.

The Chair's role is to lead and facilitate the Trainee's Committee to ensure the Society fully reflects the needs and views of members who are in training. There is a planned review of this committee early 2024 and any changes will take effect from June 2024

Main responsibilities of the role

As a Trustee:

- Ensure that BSR as a charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that BSR prepares reports on what it has achieved, annual returns and accounts as required by law
- Ensure that BSR complies with the requirements and rules set out in its governing documents (Memorandum & Articles of Association and Rules of the Society) and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators (if any) that govern the activities of BSR
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.
- Ensure that BSR as a charity is, and will remain, solvent
- Use BSR funds and assets reasonably, and only in furtherance of the objects of BSR as a charity
- Avoid undertaking activities that might place at undue risk the funds, assets or reputation of BSR as a charity
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that BSR is well run and efficient
- Consider obtaining external professional advice on all matters where there may be material risk to BSR as a charity, or where the trustees are in breach of their duties
- Contribute actively to the Board of Trustees role in giving firm strategic direction to BSR, setting overall strategy, defining goals, setting targets and evaluating performance against agreed targets
- Be the custodians of and champion BSR's values of leadership, collaboration, openness and celebration.
- Demonstrate commitment to promoting equality, diversity and inclusion

In addition to these statutory duties, each trustee should use any specific skills, knowledge and experience they have to help the Board of Trustees reach sound and considered decisions.

As the Trainee's Committee Chair and working with committee members:

- To Chair the Trainee's Committee meetings
- Appoint a deputy chair from committee members
- Manage declarations of interest
- To act as the main link between the Committee, other committee chairs where relevant, and BSR staff
- Advise the Society on matters from the perspective of all specialist trainees including on education and training, workforce issues, research, and professional standards
- To be the main channel through which the society can receive views of trainee members
- Have a pivotal role in communication and linking together a wider range of activities
- Ensure trainee input from both adult and paediatric rheumatology is included in the Society's work to improve the care of people with rheumatology and musculoskeletal diseases – including treatment, therapy and procedures, appropriate standards of care and resources, and education and research requirements.

Time commitment

At present, the post requires approximately 2-3 days per month, split over a range of duties, including:

- Preparing for all Board and Trainee Committee meetings- reading meeting packs and sending any queries in advance (variable, but approximately 4-5 hours per quarter)
- Attending the Board of Trustees meetings (four times a year- each meeting is 3 hours)
- Attending Trainee's Committee meetings (twice a year – each meeting is 3 hours)
- Attending the Annual General Meeting (once a year, in person)
- Attend an annual Trustees and SMT away day

Trustees may also be asked, from time to time, to:

- Attend events and other meetings on behalf of BSR
- Attend training relevant to their role
- Be available between board meetings for advice

Induction, training and support

- A comprehensive induction is provided for all new Trustees, including access to external financial, risk and governance training and a handbook
- Trustees are supported by the Senior Management Team and the Chair of Trustees.
- Relevant governance training is provided on an annual basis for all Trustees

Term of office

The role term is 3 years, with the possibility of extension for a further 3 years.

This is a voluntary role; any expenses are paid in line with our Committee expenses policy.

Person specification

1. Must be a current rheumatology trainee
2. Ability to consider the implications of corporate risks at a strategic level
3. A commitment to BSR, its charitable objectives and values
4. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
5. A willingness to devote the necessary time and effort to the Trustee role and Trainee's Committee Chair, including undertaking training required for the role
6. Ability to think and apply knowledge strategically
7. Integrity, sound independent judgment
8. Willingness to listen and learn to make effective decisions
9. Excellent interpersonal and communication skills with the ability to develop effective working relationships with BSR colleagues and staff
10. A proven track record of sound judgement and effective decision making
11. Understanding of the needs of trainees from various professional backgrounds in respect to education and training
12. Understanding of MDT workforce issues, professional and organisational standards