***British Society of Gastroenterology Lay Trustee Specification***

**Job Title** Member of the Board of Trustees (layperson /non-member)

**Date Job Description Prepared** October 2016

**Date Job Description Updated** October 2019

**Reports to**  Chair of the BSG Board of Trustees / BSG President

**Other Regular Relationships** BSG Chief Executive, BSG Executive Secretary and Executive Board

**Overall Purpose of the Job** To be a guardian of the charity’s governance requirements

and ensure adherence to the requirements defined by the

Charity Commission and other relevant bodies

**The Charity Commission divides the role of the Trustees into six areas:**

* Ensure the charity is carrying out its purposes for the public benefit
* Comply with the charity’s governing document and the law
* Act in the charity’s best interests
* Manage the charity’s resources responsibly
* Act with reasonable care and skill
* Ensure the charity is accountable

[Source: Essential Trustee [*https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3*](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)*]*

**DESCRIPTION OF THE BSG**

The British Society of Gastroenterology (BSG) is a medical membership charity focussed on supporting its members to provide the best care and achieve the best outcomes for patients with gastrointestinal and liver diseases.

The **is** a professional membership organisation focused on the promotion of gastroenterology within the United Kingdom. It has over three thousand members drawn from the ranks of physicians, surgeons, pathologists, radiologists, scientists, nurses, dietitians and others interested in the field. Founded in 1937 it has grown from a club to be one of the largest specialty societies, holding representation within the British Royal Colleges, health service and Government bodies. Internationally it is represented at World and European level. The BSG is a registered charity and a company limited by guarantee.

The **Board of Trustees** performs the top-level governance role laid out above, while two further bodies, the **Executive Committee** and **Council,** also have a significant and complementary role in ensuring good governance and a clear strategic direction. Collaborative working between these groups ensures effective implementation and adherence to the charity’s governing document and mission. The BSG Council considers strategy and medical governance and the Executive Board is comprised of medical professionals reporting on specific portfolios of responsibility (education research clinical services etc).

The BSG Executive Committee comprises the President, President-elect, two vice-Presidents (Endoscopy & Liver), Senior Secretary, Secretary, Treasurer, and chief Executive Officer (CEO). All of these appointed posts except CEO are voluntary, unpaid and are filled by senior consultant gastroenterologists for 2-4-year terms. All continue to work in clinical practice during their tenure.

Council is advisory body comprising 8 elected council members, together with the Executive Committee and appointed leads in education, training, research and clinical service; all are honorary appointments.

The Board of Trustees is made of ex officio and nominated members of the Executive Committee and Council, and lay members with a variety of backgrounds, skills and experiences. The Board aims to maintain a balance of lay trustees and trustee drawn from the Executive and Council. The President of the BSG also serves as Chair of the Board of Trustees.

The organisation has 11 salaried non-clinical office personnel who undertake the day to day running of the BSG with support from other contractors. This team is led by the CEO who is also part of the executive committee described above.

**DESCRIPTION / KEY OBJECTIVES**

* Trustees ensure the direction and management of the charity is aligned with the requirements set out in the Memorandum and Articles of Association and compliance with regulatory requirements and relevant to the charity.
* Trustees provide strategic advice in the BSG Executive and CEO on matters pertaining to the charity’s governance or operation.
* Trustees provide advice on financial matters and governance to the BSG President and Treasurer.

**MAIN DUTIES, ROLES AND RESPONSIBILIES**

* To be registered Trustee of the BSG with the Charity Commission and sign off on the Annual Report and Accounts.
* To attend the full BSG Trustee Board meetings (at least two annually).
* To liaise with the BSG Executive, BSG Council and BSG Chief Executive.
* To sit (as required or volunteered) on the Trustee Sub-Committees (eg. Investment, Remuneration, and the occasional appointment of senior officers).
* To provide independent advice to the charity that draws on personal or professional experience.
* To scrutinise and contribute to the strategic direction and priorities of the BSG.

**GENERAL / ADMIN ELEMENTS**

* To report back or comment at regular intervals on the activities of the Society.
* To communicate professionally, effectively and accurately on behalf of the BSG, both verbally and in written form with a wide variety of persons.

**ELIGIBILITY TO APPLY & PROCESS OF APPLICATION**

* Experience at a senior level in a professional discipline or industry outside medicine and the provision of healthcare services
* The professional background desired of a Trustee at any one time will usually compliment that of the other Trustees Applications and are sought through brief CV’s and covering letters setting out your experience and interest in the role.
* A job description is provided, supplemented by information on the BSG website (<http://www.bsg.org.uk/>) and informal discussion with the President and/or another Trustee is invited.
* Appointment will be made following formal interview receipt of a satisfactory reference. A full induction programme will be provided.

**TENURE**

* This is a three year appointment term with the opportunity to renew

**THE COMMITMENT**

* Estimated 6-8 days per year
* Trustee board meeting (at least 2 per year usually in London or another city in the UK)
* Board Sub-Committees, such as Investment, as required (quarterly)
* Annual Strategy Away Day, usually in Spring-time in a provisional city (one of the 2 annual Board meetings usually takes place during the Away Day).
* It hoped that Board members attend as many Board meetings as possible each year.
* The occasional appointment of senior officers (President-elect, VP’s, Treasurer, other officers/committee chairs and CEO) will usually be chaired by a non-executive Trustee

**FUNDING/SUPPORT/BENEFITS**

* These are un-remunerated posts
* Reasonable expenses incurred through the role will be reimbursed (eg travel).
* Training may be provided where appropriate

**SPECIFICATION**

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| **Person Specification** | **Essential** | **Desirable** |
| **Experience** | Previous experience in a professional discipline or industry outside medicine and the provision of healthcare services | Experience as a Trustee of other Charities  Understanding or experience of healthcare in the UK or internationally |
| **Personal Qualities Required** | Evidence of Leadership skills or effective roles  Horizon of 3-5 years for matters relevant to the BSG  Evidence of strategic development or implementation  Understanding of governance  Time, resilience & commitment to undertake the roles  Ability & willingness to work and participate in a team environment | Ability to inspire or empower others  Board level or equivalent experience  Evidence of governance role or experience |