

## British Society for Rheumatology

### Lay Trustee (with financial expertise)

#### Role Description

<b>Responsible to:</b>	President & the Board of Trustees
<b>Term of office:</b>	Three years from the date of the AGM in the year of appointment
<b>Commitment:</b>	Average of one to two days per month

#### British Society for Rheumatology (BSR)

We are the UK's leading specialist medical society for rheumatology and musculoskeletal professionals. We support our members throughout their careers, allowing them to progress, collaborate and innovate so they can deliver the best care for their patients, improving the lives of children and adults with rheumatic and musculoskeletal disease.

#### Purpose of the Trustee role

Members of the Board of Trustees (BoT) make up the governing body of the society and are responsible for setting the strategic direction of BSR's work. 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.

#### Main responsibilities of the Lay Trustee with financial expertise:

The lay trustee will be responsible for supporting the Treasurer in reviewing and overseeing the financial management of BSR. The postholder will consider BSR's financial strategy and support the Treasurer to make recommendations to the Board. He/she will monitor financial performance and agree action plans where remedial steps are necessary.

- To review the financial strategy and make recommendations to the Board as applicable
- Support the oversight of all financial aspects of charity operations to ensure both short and long-term viability
- As a member of the Board, review expenditure of a significant nature on new initiatives
- Review longer-term forecasts income and expenditure and oversee the form of presentation of financial information
- Advise on appropriate reserve levels to the Board for approval
- Advise on banking arrangements for BSR
- Advise the Board with respect to the remuneration of senior management staff
- Actively contribute to the charity's investment policy, including the charity's stance on ethical investments
- To agree the charity's attitude to financial risk strategy
- To support the oversight of the performance of the charity's investments, ensuring that funds are invested effectively.

## Person Specification

You should be able to demonstrate and provide evidence of the criteria listed within your written application. These will be tested further at the interview stage.

- Experience of financial strategy and effective oversight of finances
- Understanding (although not necessarily experience of) and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and Chief Executive and staff
- Experience of organisational performance management
- Sound, independent judgement and the ability to think creatively
- Strong intellectual and analytical ability.
- An understanding of, and commitment to, the values of accountability, probity and openness
- An understanding of professional membership organisations. This could include membership of such an organisation
- Ability to process detail and get to the heart of an issue
- Confident and effective communication skills with a range of audiences
- A willingness to undertake training as might be required, and a willingness to devote the time and effort required to effectively discharge the duties of this role.

Trustees will also need from time to time to:

- Attend events on behalf of BSR
- Be available by email or occasionally telephone between board meetings for advice and to make decisions by circulation
- Be available for other ad hoc requirements

## Inclusion and diversity statement

BSR is committed to encouraging inclusion, equality and diversity across our governing bodies and workforce, and eliminating unlawful discrimination, harassment and victimisation by complying with the Equality Act 2010.

We want a working environment free of all of the above, where individual differences and the contributions of all committee members and staff are recognised and valued. To do this, we will proactively tackle discrimination and disadvantage and ensure that no individual or group is directly or indirectly discriminated against for any reason.

We expect all Trustees, Committee Members and BSR employees to champion and live our values through their work at every opportunity. Our values are:

- Leadership - we drive excellence in rheumatology care
- Collaboration - we listen, we learn, we improve
- Openness - we are inclusive and accessible
- Celebratory - we support and celebrate success

## **Time Commitment**

- 4 Board of Trustee meetings, 4 Finance & Risk Committee meetings, and 1 Remuneration Committee and 1 Nominations & Appointments Committee meeting per year
- Attendance at BSR Annual General Meeting (AGM)
- Teleconference or virtual meetings as necessary

## **Governance Committees**

- Remuneration Committee
- Finance and Risk Committee
- Nominations and Appointments Committee

## **Candidates will be asked to supply the following:**

- a 1-page covering letter explaining why you are interested in the role and how you meet the person specification.
- a comprehensive CV including details of your achievements in each role and including details of two referees (who will not be contacted without your prior knowledge or consent).