



BRITISH SOCIETY OF
GASTROENTEROLOGY

Job Description and Specification

Job Title	Member of the Board of Trustees (layperson /non-member) with financial and investment experience
Reports to	Chair of the BSG Board of Trustees / BSG President
Other Regular Relationships	BSG Chief Executive, BSG Office and Executive Board,
Scope	A 3 year appointment with the opportunity to renew
Overall Purpose of the Job	To be a guardian of the charity's governance responsibilities and ensure adherence to the requirements defined by the Charity Commission and other relevant bodies This is an un-remunerated post – reasonable expenses incurred through the role will be reimbursed

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>]

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 BSG 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, five Chairs of the Higher Committees of the Society and the Chief Executive Officer (CEO). All are appointed posts, except for the CEO, are

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voluntary, unpaid and are filled by senior consultant gastroenterologists or other senior members of their profession, for 2-4-year terms. All continue to work in clinical practice during their tenure.

Council is an advisory body comprising 8 elected council members, together with the Executive Committee and appointed leads in various areas.

The Board of Trustees is made up 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 trustees 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 as described above.

DESCRIPTION / KEY OBJECTIVES

- Trustees ensure that the direction and management of the charity is aligned with the requirements set out in the Memorandum and Articles of Association and complies with all regulatory requirements relevant to the charity.
- Trustees provide strategic advice to 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 RESPONSIBILITIES

- To be a 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 four annually).
- To liaise with the BSG Executive, BSG Council and BSG Chief Executive.
- To sit on the Trustee Finance & Investment Sub-Committees
- To chair the appointment panel for senior officers as and when required.
- 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.

ELIGIBILITY TO APPLY & PROCESS OF APPLICATION

- Experience at a senior level in a financial, accountancy or investment professional discipline outside medicine and the provision of healthcare services
- The professional background desired of a Trustee will usually be chosen to compliment that of the other Trustees, and is sought through brief CV and covering letter 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 and the receipt of a satisfactory reference. A full induction programme will be provided including Trustee training.

THE COMMITMENT

- Estimated 6-8 days per year
- Trustee board meeting (at least 4 per year - currently held virtually but usually in London or another city in the UK)

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- Board Financial and Investment Sub-Committee and others as required, (quarterly)
- Annual Strategy Away Day, in a provincial city (one of the 4 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 be chaired by a Lay Trustee

FUNDING/SUPPORT/BENEFITS

- This is an un-remunerated post
- Reasonable expenses incurred through the role will be reimbursed (eg travel).
- Training may be provided where appropriate

The British Society of Gastroenterology (BSG) believes that equity of opportunity is of fundamental importance for everyone involved in our organisation. We welcome and actively seek to recruit individuals to our activities regardless of race, religion, ethnic origin, disability, age, gender, sexual orientation or working pattern.

Person Specification	Essential	Desirable
Experience	Previous experience in a financial and investment professional discipline	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