

Role Description

Role title:	Lay Trustee
Term:	3 years, re-appointable for a second term
Remuneration:	Voluntary Position (unpaid) but travel expenses will be paid in line with our policy
Location:	Mainly virtual meetings, aside from one in-person Council meeting in London each year

About the ABN:

The ABN is the professional body for neurologists in the British Isles. Our mission is to improve the health and well-being of people with neurological disorders by advancing the knowledge and practice of neurology in the British Isles.

- We are led by a team of around 100 neurologists who sit on our committees and advisory groups.
- We support our 1700 members by:
 - Inputting into over 100 clinical guidelines, standards and consultations annually.
 - Organising two annual best practice sharing events for 1000 delegates a year.
 - Offering the Practical Neurology Journal – which features a wide range of article types, including reviews, case-based articles and How-To papers, all designed to help neurologists improve their practice.
 - Managing and part-funding the ABN clinical research fellowship programme.

We have a small office team (6FTE) based in Holborn, London.

We are looking for a lay (e.g. non ABN member) trustee to join our board of trustees to bring additional external insight.

Why apply to be a lay trustee for the ABN?

- Gain an understanding into how a small medical professional body works
- Help support the organisation's mission to ultimately help those with neurological conditions
- Develop your leadership and governance experience
- Develop your network
- Be part of a committed and enjoyable team.

Role Purpose:

Trustees are responsible for the overall governance and strategic direction of the ABN, developing its aims, objectives and goals in accordance with company guidelines, legal and regulatory guidelines.

As a lay trustee, you will be working alongside the rest of the ABN Council (which is our trustee board), the Finance, Audit & Risk Committee (FAR) and the Executive Director.

The ABN Council comprises of a mixture of elected and appointed members, the majority of which are consultant neurologists, in these roles:

- President
- President Elect
- Honorary Treasurer & Elect
- Honorary Secretary & Elect
- Meetings Secretary & Elect
- Four Committees Chairs
- Six elected Council members.
- Three lay trustees

Responsibilities:

A trustee can have a range of responsibilities. These responsibilities include:

- Ensuring that the ABN complies with its governing document, guidelines, charity law, company law and any other relevant legislation or regulations.
- Making sure that the ABN pursues defined goals in line with its stated objectives.
- Monitoring the financial position and ensuring that it operates within its means and that there are clear lines of accountability for financial management.
- Ensuring that the resources of the ABN are used only to pursue legitimate objectives.
- Contributing to the board of trustees' role of providing strategic direction and supporting the development of policies, goals and targets.
- Maintaining the good name of the ABN.
- Making sure that the administration of the company is carried out efficiently.
- Ensuring the financial stability of the ABN.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees (ABN Council) reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Time Commitment:

- Trustees are expected to attend all full Council meetings. Council meetings are held three times a year (March, June and October) 09:00 – 13:00. Two of these

meetings are hybrid (you can attend in person at the ABN's office in Holborn, London or via Zoom) and one is in-person in London.

- Lay Trustees will also join the FAR (Finance, Audit & Risk) Committee, which meets three times a year, for approximately two hours, these currently take place 18:30 – 20:30. These are generally held virtually.
- Trustees are expected to have read the papers for each meeting, and to contribute to the discussions at the meetings.
- Trustees are also invited to the ABN annual general meeting (AGM) which takes place during the annual meeting in May.

Person Specification:

Each trustee must have:

- A commitment to the mission of the ABN
- A willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of the ABN.

We are particularly keen to hear from potential trustees who have a **charity finance background**. We have an Honorary Treasurer position, which is as defined by our Rules occupied by a consultant neurologist member and we have some finance staff in the office, but additional experience would be useful.

We are also keen to hear from applicants from underrepresented groups.

How to apply

Please send a cover letter and CV explaining why you are interested in the role of trustee and what you can bring to the role to: Faheemah.Patel@abn.org.uk by **23.59 Monday 29 August**.

Virtual interviews will be held in September.

Please note that ABN members cannot apply for the lay trustee position.

All trustees are expected to adhere to the Association of British Neurologists policies and processes.