

## Trustee job description Adapted from NCVO model

### **Purpose of the Board of Trustees**

The PCRS trustees are jointly and severally responsible for the overall governance and strategic direction of the organisation, as well as its financial health and the probity of its activities, and establishing the organisations' aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### **The statutory duties of a trustee**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations, including providing public benefit
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the resources of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor his/her performance

### **Other duties**

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 reach sound decisions. This will include:

- Maintaining absolute confidentiality on all aspects of the trustees' business
- Scrutinising board papers
- Ensuring robust systems are in place for internal financial control and the protection of PCRS's funds and assets
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Taking appropriate professional advice in all matters where there may be a material risk to PCRS, or where the trustees may be in breach of their duties
- Other issues in which the trustee has special expertise

## Conduct & behavior

Trustees are appointed in accordance with the PCRS articles of association. Trustees are expected to:

- Abide by the PCRS code of conduct and all relevant PCRS policies & procedures (including declaration of conflicts of interest).
- Provide advance notice and an explanation to the PCRS office (via [info@pcrs-uk.org](mailto:info@pcrs-uk.org)) if they are unable to attend a board meeting (dates for board meetings are confirmed 12 months in advance). The PCRS office will ensure the Chair of Trustees is informed.
- Respond to requests for information, input or decisions from PCRS staff / contractors by the stated deadline or within 2 weeks of the request being issued.
- Notify the PCRS office (via [info@pcrs-uk.org](mailto:info@pcrs-uk.org)) of any extended absence over two weeks.

**Trustees undergo a thorough induction upon appointment and are expected to remain alert to, and aware of, their duties and responsibilities.**

## Trustee person specification

- Commitment to the organisation and passionate about its cause of 'optimal respiratory health for all'
- Experienced at working on committees, the running of organisations and able to operate at a strategic level
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Specific requirements of a Member Trustee

- Qualified health professional (essential)
- Currently or recently working in clinical practice as a GP or integrated care consultant (ideal)
- Formal / company member of PCRS (essential)
- Have a good understanding of the current political context of health care, the role of primary care and the importance of clinical leadership (essential)
- Be an established and well-respected member of their respective profession (desirable)
- Preferably not in receipt of personal payments from the respiratory divisions of pharmaceutical companies (desirable)

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