



# PRIMARY CARE RESPIRATORY SOCIETY

## Trustee Recruitment Pack

### Join our Board of Trustees

The Primary Care Respiratory Society supports Health Care Professionals to deliver high quality, patient-centred care for people with respiratory conditions.



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# Introduction

Thankyou for your interest in the Primary Care Respiratory Society (PCRS). We are a professional and learned Society, supporting healthcare professionals in primary, community and integrated care to deliver high quality, patient-centred care to individuals with respiratory conditions.

We are looking for up to two new Trustees

**All interested applicants are invited to apply.**

As a Professional Society we are always keen to hear from individuals with a relevant **health professional** background and warmly welcome those that are members of the Society but this is not a pre-requisite.

The following recruitment pack provides further information about the Society, and the individual skill sets we are seeking to bring to the Board of Trustees.

Trustee roles are unremunerated, however, by being a Trustee at PCRS, you will have the opportunity to contribute towards and help shape the work and activities of one of the foremost respiratory professional Society's in the UK.

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## About PCRS

The Primary Care Respiratory Society (PCRS) supports all Health Care Professionals in primary, community, and integrated care settings. We develop an optimal, holistic, patient-centred approach to delivering quality care for all people with respiratory conditions. We are advocates for the improvement of care and outcomes for people with respiratory diseases, bringing together all professions, offering them a welcoming, supportive, inclusive, non-hierarchical community where everybody has a voice.

**The PCRS vision is 'optimal' respiratory health for all.**

**Our aim is that, together, we can benefit every person with, or at risk of, lung disease**

Our objectives are to:

- promote interest in, educate and facilitate research for the benefit of the public into all aspects of common respiratory conditions found in Primary Care
- provide an authoritative opinion where required on matters relating to all aspects of common respiratory conditions found in Primary Care
- accredit and endorse methodologies, research, products, individuals, education, and bodies after proper consideration; and
- provide information for subscribers and others on all aspects of common respiratory conditions found in Primary Care.

We do this through the following core activities:

- Advocacy and campaigns to inform and influence policy and set standards in respiratory medicine, relevant to populations nationally and locally.
- Educating health professionals working in primary and community settings to deliver and influence out of hospital respiratory care through open access to succinct best practice, evidence based clinical guidance and resources.
- Promoting and disseminating real life respiratory research relevant to population health needs that supports policy and education activities.

- Guidance on how to deliver value-based healthcare that provides a better patient experience, is clinically effective and safe and supports service development and redesign.

The charity is run by a board of trustees who work closely with the PCRS Executive (comprised of practising clinicians from across community, primary and integrated care), through the Executive Chair and the Chief Executive.

Our membership numbers over 1000 clinicians, and many thousands more access our clinical resources, guidance, help and advice via our website and events, directly benefitting and helping to improve the lives of tens of thousands of people with respiratory conditions every year.

Lung disease constitutes a significant health problem in the UK: Somebody dies every 5 minutes from a lung condition. Hospital admissions for lung disease have risen over the past seven years at three times the rate of all admissions generally. The annual economic burden of common conditions such as asthma and Chronic Obstructive Pulmonary Disease (COPD) on the NHS in the UK is estimated to be £3billion and £1.9 billion annually. In total all lung conditions (including lung cancer) directly cost the NHS in the UK £11 billion annually. The burden of care sits with healthcare professionals in primary, community and integrated care where patients access routine and emergency care. PCRS activity addresses the needs of respiratory patients through the provision of expert clinical help and guidance of primary care health professionals.

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## Who are we looking for?

PCRS believe diversity and inclusion is a key part of good governance and we particularly welcome applications from all ages and backgrounds, especially from those currently under-represented on the Board of Trustees. Please note a **health professional** background is not a pre-requisite to being a Trustee. Our Articles of Association required that a certain number of Trustees are members of the Society or have a **health professional** background and we welcome applications from any individual who has a background in respiratory medicine and or clinical practice. We also value, and retain on our board, individuals with other skills and experience such as finance, law, academia, fundraising, marketing and communications.

### Essential Criteria for all Applications:

All applicants must:

- Be over the age of 18
- Have an understanding of the legal duties, responsibilities and liabilities of being a Trustee (see useful resources and statutory responsibilities below).
- Have access to the internet and be willing to attend meetings online.
- Be willing to travel to London for meetings/ activities held in person (when face to face meetings are resumed).
- Demonstrate an interest in and commitment to the work of the PCRS and its cause of 'optimal respiratory health for all'
- Be able to work collaboratively and work as a team to serve the best interests of the PCRS.
- Show good independent judgement and share their opinions with others.

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# 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

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## 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-UK's funds and assets
- Leading discussions, having good, independent judgement
- Being able to think creatively
- Be willing to speak their mind and discuss issues constructively
- Being able to focus on the key issues
- Providing guidance on new initiatives
- Taking appropriate professional advice in all matters where there may be a material risk to PCRS-UK, or where the trustees may be in breach of their duties
- Other issues in which the trustee has special expertise

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## Conduct & behaviour

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, Equality Diversity and Inclusion and Data protection legislation).
- Provide advance notice and an explanation to the PCRS office 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 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.

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## Time Commitment

Trustees meet 3 times per year. One meeting is usually held in London (although for now all meetings are virtual due to the COVID-19 pandemic). Meetings are usually held during the day.

Trustees are unremunerated; however reasonable travel expenses can be claimed.

Information on the current Board of Trustees can be found [here](#).

Please read our [Articles of Association](#) and the [Code of Conduct for Trustees](#)

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## Recruitment Process

Please send a CV and accompanying statement outlining why you would like to join the Board and how you meet the criteria/skills we are looking for. Applications should be made via [Reach](#).

Deadline for application: 5p.m April 13<sup>th</sup> 2022.

Provisional Interview Date: w/c 25<sup>th</sup> April 2022