

Association of Anaesthetists

Lay member recruitment pack



Association
of Anaesthetists

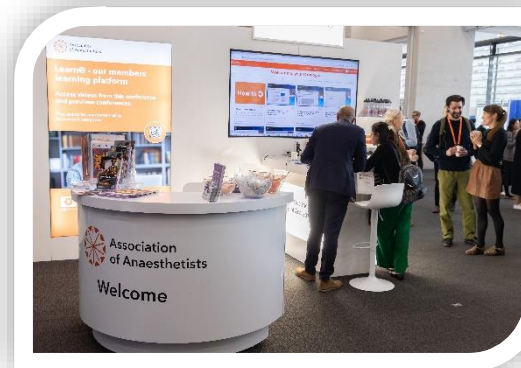
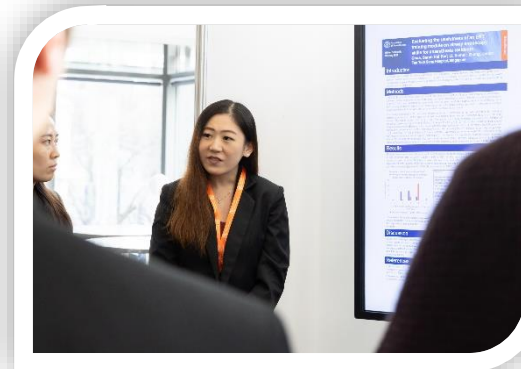
About us

The Association of Anaesthetists (the Association) represents the life-changing, life-saving profession of anaesthesia – by supporting, informing and inspiring a worldwide community of over 10,000 members.

Our mission is to safeguard patients by educating, supporting, and inspiring every anaesthetist throughout their career, enabling them to provide the best care in every healthcare setting.

Founded in 1932, the Association is the only anaesthesia membership association covering the whole of Great Britain and Ireland and represents the largest medical specialty in the NHS. We are an organisation of, and for, anaesthetists, providing member services at all career stages from medical student through training, to becoming and working as a consultant or SAS doctor, and finally to retirement. The Association acts as an influential voice for the specialty regarding health and public policy. Our [strategic priorities](#) include patient safety and safety; education and research; advocacy and support; and innovation and growth.

The Association provides education, research funding, produces best practice guidelines, offers wellbeing support and provides grant-funding for international work in low-income countries. We also publish the world's leading anaesthetic journal *Anaesthesia* and maintain a renowned Heritage Centre at our head office at 21 Portland Place, London.



Lay member recruitment



The Association recognises the importance of the contribution which can be made by lay members drawn from other professional backgrounds outside the specialty of anaesthesia to delivering our strategy and programmes of work. We recruit individuals with relevant skills and expertise to defined roles on our committees and board. All roles are openly recruited through advertising and selection panel interviews. The roles are voluntary and unremunerated.

Lay members bring expertise, judgment and balance which complement the skills of the elected directors and trustees. Their principal assets will be their independence and non-clinical expertise.

It is envisaged that the lay member will add value not only to the committee's work but to the organisation as a whole. In addition, lay members may be asked from time to time to represent the Association with external organisations.

This is a voluntary role (unremunerated except for out of pocket expenses) and offers an opportunity to contribute to the strategic development of a leading medical membership organisation dedicated to promoting patient safety and quality of care in the UK and worldwide.

We are seeking a number of enthusiastic individuals to join the Association as lay members on our committees.

Terms and conditions of appointment

- All appointments are for an initial one year, renewable for up to four years in total.
- Lay members will be a full member of the relevant committee
- Appointment will be subject to an application process which includes interviews and two references will be required for the successful candidate
- These are voluntary roles (unremunerated except for out of pocket expenses)
- Lay members must complete a declaration of conflicts of interest



How to apply

To submit to any of the role, please submit a CV along with a cover letter to secretariat@anaesthetists.org by the advertised deadline. Interviews will be held via videoconference.

Finance, Audit, Risk and Investment Committee lay members

The Association is seeking to appoint two lay members to its Finance, Audit, Risk and Investment Committee.

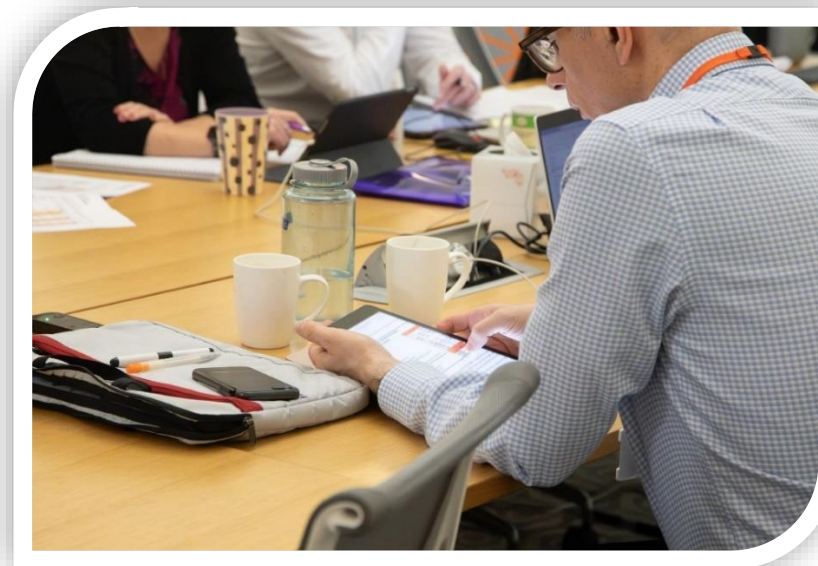
The Finance, Audit, Risk & Investment Committee plays a key role in the organisation's financial governance. Operating under the brand name the Association of Anaesthetists (the Association) are two separate legal entities: the Association of Anaesthetists of Great Britain and Ireland and its registered charity, the AAGBI Foundation, each with its own board of directors or trustees. The Finance, Audit, Risk and Investment Committee reports to both boards and has responsibility for oversight of the consolidated financial position and for financial accounting for each of the two entities.

Lay members bring expertise, judgment and balance which complement the skills of the elected directors and trustees. Their principal assets will be their independence and non-clinical expertise. It is envisaged that the lay member will add value not only to the Finance, Audit, Risk and Investment Committee's work but to the organisation as a whole.

Purpose of the role:

We are seeking a lay member with expertise in the field of finance, including:

- Experience at a senior level in financial strategy and planning.
- Experience in income diversification and business development in a not-for-profit environment
- Knowledge of investment management including investment principles and policy setting.



Finance, Audit, Risk and Investment Committee lay member

The Association is seeking to appoint two lay members to its Finance, Audit, Risk and Investment Committee.

The Finance, Audit, Risk and Investment Committee is an advisory sub-committee of the Association of Anaesthetists Board of Directors and the AAGBI Foundation Board of Trustees. It acts as a joint committee for both legal entities.

The role of the committee is to maintain oversight and understanding of the finances of the Association including its finance strategy, annual budget, investments, management accounts and the annual audit.

Time commitment:

The dates for committee meetings are set 12 months in advance.

- The Finance, Audit, Risk and Investment Committee meets three times a year either at the Association headquarters in London, or remotely via videoconference, however facilities to join meetings remotely will be available for all meetings. Meetings are normally held as full day meetings on a Friday
- The lay member is expected to attend each committee meeting
- Some correspondence in between meetings is likely

Responsible to: Honorary Treasurer

Key relationships:

- Honorary Treasurer
- All Officers
- Chief Executive Officer, Head of Finance and Senior Management team
- Other staff as required

How to apply

Please submit a CV along with a cover letter to secretariat@anaesthetists.org by 17:00 on Friday 6 September 2024. Interviews will be held via videoconference.

Personal specification

Essential experience and desirable skills are shown below

Finance strategy and planning	Essential
The ability to challenge constructively and rigorously and to contribute at a strategic level	Essential
Commitment to the Association and its values and strategic priorities	Essential
Integrity and high ethical standards	Essential
Excellent communication skills with diverse audiences and stakeholders	Essential
The ability to listen sensitively to the views of others	Essential
Willingness to acquire the expertise and knowledge to discharge responsibilities	Essential
Well informed about the environment in which the organisation operates and the issues it faces	Essential
Independence (a major contribution is to bring wider experience and a fresh perspective)	Essential
An understanding and awareness of diversity issues	Essential
Well networked in their area of expertise	Essential
Business development in a not-for-profit environment	Desirable
Business and performance analysis	Desirable
Investment principles and policy setting, including ethical investments	Desirable
Knowledge of other sectors, useful for the Association to learn from	Desirable

Terms and conditions of appointment

- Appointments are for an initial one year term, renewable for up to four years in total
- The lay member will be a full member of the relevant committee
- Appointment will be subject to an application process which includes interviews and two references will be required for the successful candidate
- This is a voluntary role (unremunerated except for out of pocket expenses)
- The lay member must complete a declaration of conflicts of interest