



📍 Association of Upper Gastrointestinal  
Surgery of Great Britain and Ireland  
The Royal College of Surgeons of England,  
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## **AUGIS LAY TRUSTEE MEMBER**

AUGIS is a surgical association for members who work within UGI surgery in the UK and we are looking for a **Lay Trustee Member** (who does not work in the field of surgery) to join our Council to help develop our strategy and development for both the short and long term.

The objectives of AUGIS is to improve the delivery, the results and outcome of conditions of the oesophagus, stomach, duodenum, pancreas, liver and biliary tract requiring surgical treatment, through training objectives, fostering developments in Upper Gastrointestinal Surgery, promoting educational and academic objectives and liaising with other surgical and academic bodies. The establishment of high quality training programmes throughout the UK as a fundamental component of the Association's activities.

## **ROLE DESCRIPTION FOR LAY TRUSTEE MEMBERS OF AUGIS COUNCIL**

### **Responsibilities:**

All members of Council have a collective responsibility to:

- a) ensure that Council exercises control over the strategic direction of the AUGIS, and that the performance of the AUGIS against its strategic objectives is properly assessed on a regular basis
- b) ensure that the AUGIS maintains its long-term financial sustainability, safeguards its assets, and operates proper mechanisms to ensure effective internal control, risk management and value for money
- c) contribute to debate and to make their knowledge, insight and expertise available to Council as needs and opportunities arise
- d) act fairly and impartially at all times, in the interests of the AUGIS as a whole, using independent judgement and maintaining confidentiality as appropriate
- e) ensure AUGIS' growth and regular review of Equality, Diversity, Inclusivity and Sustainability policies and strategy
- f) ensure that the AUGIS conducts its affairs in accordance with its status as a charity and its public benefit objectives
- g) accept collective responsibility for the decisions reached by Council.

### **Expectations:**

Lay Trustee members of Council, acting in a non-executive capacity, are expected to:

- a) attend meetings of Council and participate in discussions, acting as a "critical friend", contributing to the development, implementation and monitoring of AUGIS strategy going forward
- b) question intelligently, debate constructively, challenge rigorously and decide dispassionately, listening respectfully to the views of others, inside and outside meetings of the

Executive/Council

- c) serve as a Trustee and attend meetings of at least two Council Meetings per year and when requested Executive Meetings
- d) attend some of the formal or informal events of the AUGIS, as may be organised from time to time
- e) act as an ambassador for the AUGIS, promoting its activities in the wider community including, for example, assisting with legacy activity and corporate interaction
- f) attend any induction and training as may be required by the AUGIS to carry out effectively the role of a member of Council
- g) contribute to regular reviews of the effectiveness of Council, both collectively and individually
- h) submit an annual Register of Interests and Statement of Edibility declaration, and ensure that the AUGIS is notified promptly of any material changes to these details as may arise during the year.

**PERSON SPECIFICATION FOR LAY TRUSTEE MEMBERS OF COUNCIL**

Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and Chief Executive.	Essential
Understanding and commitment to promoting and improving Equality, Diversity and Inclusion (EDI) in all sectors.	Essential
Understanding of the UN Sustainable Development Goals (SDG) and commitment to promoting and improving sustainability and development.	Essential
Ability to work effectively as a member of a diverse team whilst maintaining an independent perspective.	Essential
An understanding of, and commitment to, the values of accountability, probity and openness.	Essential
Confident and effective communication skills.	Essential
A track record of being able to process details quickly and get to the heart of an issue.	Essential
Significant experience of board or committee membership in a charitable, public sector or commercial organisation.	Desirable
Demonstrable knowledge of financial matters and accountancy.	Desirable
A proven track record of achievement within a related business environment.	Desirable
Experience of guiding and directing an organisation through strategic and structural growth during a period of significant external pressures and change.	Desirable

## Experience and Skills:

- Senior level experience in a charitable, public sector or commercial organisation;
- Board membership experience
- Strategic leadership
- Confident and effective communicator
- Knowledge and experience of the healthcare sector (not essential)

## PRACTICALITIES OF APPOINTMENT

**Term of office:** Three years.

**Time commitment:** Estimated to total the equivalent of 3-5 full days per year, including any involvement in the work of relevant Council committees.

**Remuneration:** Appointments to Council are in the nature of public service appointments and no remuneration is made.

**Expenses:** Lay members of Council are eligible to claim reimbursement of travelling expenses for attendance at meetings of Council and any committee or other body to which they are appointed. In addition to the above, travelling expenses will also be reimbursed in respect of any necessary duties arising from membership of Council or other bodies. This would include, for example, fact-finding visits to another institution, participation in induction and development events, and attendance at briefing meetings with officers. All claims will be dealt with on the same terms and conditions as apply to AUGIS staff.

## APPLICATION PROCESS

We require all applicants to complete an application form setting out how they meet the required qualities of the role, and return it with a CV to Nichola Bartlett ([nichola@augis.org](mailto:nichola@augis.org)). We will convene a shortlisting panel to consider who will be invited for interview, with the candidate who best fits the criteria will be recommended for appointment, with Council making the final decision.

**Closing date for applications: Wednesday 31<sup>st</sup> July 2024**

**Interview date: 14<sup>th</sup> August 2024**

**Interview Location: London/Online**

If you would like any further information about the role, please contact Nichola Bartlett ([nichola@augis.org](mailto:nichola@augis.org)) in the AUGIS office.

