



## Non-Executive Trustee Role Description & Specification

**The British Association for Parenteral and Enteral Nutrition (BAPEN) is recruiting for Non-executive Trustees to join the BAPEN Board of Trustees. Finance expertise would be of particular interest.**

BAPEN is a Charitable Incorporated Organisation (CIO) that brings together the strengths of its Core Groups and committees to raise awareness and understanding of malnutrition in all settings and provides education, advice and resources to advance the nutritional care of patients and those at risk from malnutrition in the wider community.

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. They are known collectively as the trustee board.

Under charity law the trustees have the ultimate responsibility for managing the affairs of the charity and ensuring that it is well run and delivering the charitable aims and objectives for which it has been set up.

Non-executive Trustees work in partnership with the Board of Trustees, Council and Executive Committee to provide clear vision, mission and strategic direction for the charity to:

- Contribute to the development of the charity's future strategic goals, ensuring that the best interests of its membership as well as those who care for and are effected by malnutrition are always at the top of the agenda.
- Ensure the highest levels of transparency, audit, governance and accountability in the activities of the charity.
- Provide strategic leadership and direction to the charity through oversight of and contribution to key strategy documents as well as by setting strategic priorities.
- Have an awareness and understanding of the national policy context and of local needs of those whom the charity serves.
- Develop and review the charity's internal controls to ensure that they identify the risks and opportunities to enable the charity to be sustainable and relevant for all of its stakeholders.
- Work with other Trustees, Executive Officers and Council members in a supportive, helpful and constructive way to ensure the board is effective.
- Ensure that effective arrangements are in place to provide assurance on risk management, governance and internal control whilst ensuring openness and transparency in decision making.
- Ensure the charity establishes key objectives and control and management frameworks to deliver the agreed plans, identifies and assesses the risk of achieving them and regularly monitors performance to ensure appropriate corrective action can be taken.
- Be familiar with the articles of association of the charity and awareness of its powers, duties and objectives.
- Be familiar with and ensure compliance with the charity's funding agreements.
- Represent the charity in a positive manner with national, regional or local bodies or individuals in order to enhance the position of the charity.

- Lead or participate in relevant board committees or task groups of the charity.
- Contribute to the appointment and, if necessary, removal of the President as well as participation in the recruitment and selection of future non-executive trustees.
- Work as part of a team, and to accept shared responsibility and accountability for the successful running of the charity.

Non-executive trustees are subject to charity legislation and are obliged to:

- Act within your powers (for example in accordance with the constitution and associated charity documentation).
- Promote the success of the charity.
- Exercise independent judgment.
- Exercise reasonable skill, care and diligence.
- Avoid conflicts of interest.
- Not to accept benefits from third parties and declare any interest in transactions.

### **Person Specification**

Every trustee is expected to abide by the charity's governance and display selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Skills and experience**

Essential:

- Critical listening and the ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem solving and analysis

Desirable: Some or all of the following:

- Understanding of data
- Finance and/or accounting knowledge
- HR experience
- Knowledge of the healthcare sector and the NHS
- Leadership and management
- Risk management
- Legal/contracts expertise, particularly knowledge of charity law
- Marketing and communications

### **Time commitment**

The term of office will be 3 years with up to 2 term renewals. Trustees must be willing and able to contribute sufficient time to deliver the role effectively. There are up to 4 Trustee meetings per year, with additional quarterly council meetings that Trustees are encouraged to attend. These meetings will be a combination of virtual and face to face.

Often trustees may sit on a committee focused on an area where they have knowledge of, or are particularly interested in; for example, communications or education.

You will also be expected to undertake any training required to enable you to discharge your role effectively.