



Honorary Secretary Info Pack

Shape the future of healthcare innovation as IPEM's Honorary Secretary

The Institute of Physics and Engineering in Medicine (IPEM) is seeking an exceptional individual to join its Board of Trustees as Honorary Secretary, a pivotal governance position at the heart of a respected UK professional body and learned society.

With over 4,700 members working across healthcare, academia and industry, IPEM plays a critical role in advancing physics and engineering in medicine to improve patient outcomes and transforming lives.

As Honorary Secretary, you will contribute at a strategic level, helping to ensure strong governance, supporting effective Board leadership, and shaping the future direction of the charity with real impact across the UK healthcare system.

IPEM is widely recognised as a trusted voice within UK healthcare science.

Why this role matters now

Healthcare is undergoing rapid transformation, driven by data, technology and innovation. The need for strong professional leadership, robust governance, and cross-sector collaboration has never been greater.

IPEM sits at the centre of this landscape, supporting professional development, influencing policy, and championing the role of science and engineering in improving health.

As Honorary Secretary, you will help ensure IPEM remains well governed, forward-looking and equipped to respond to these opportunities and challenges.

About IPEM

Our Mission

Improving health through Physics and Engineering in Medicine

Our Vision

Developing the professional, improving healthcare, transforming lives together

Our Values

Trusted - The leading voice in improving health through physics and engineering

Inclusive – Enabling a diverse and Inclusive professional community

Progressive – Delivering innovative practice development for the public good

IPEM operates as a professional body, a learned society, and a registered charity, working across hospitals, universities, and industry. IPEM is supported by a professional and collaborative staff team, working in partnership with its volunteer community.

The Role

The Honorary Secretary is an independent Trustee and a key member of the Board, supporting effective governance and ensuring the organisation operates in line with its legal and regulatory responsibilities.

You will work closely with the President, Trustees and CEO, contributing to strategic decision-making and helping to ensure the Board operates effectively and transparently.

This is a unique opportunity to bring an independent perspective, strengthen governance, and contribute to the leadership of a national organisation with significant influence. You will play a central role in ensuring the Board operates with clarity, accountability and effectiveness.

The Board of Trustees

The Board provides strategic leadership to one of the UK's leading professional and learned societies in healthcare science. The Board of Trustees comprises:

- President
- President Elect/Past President (rotational basis)
- Honorary Secretary (Independent Trustee)
- Honorary Treasurer (Independent Trustee)
- Independent Trustee (1)
- Member Trustees (4)
- Directors of Councils (Member Trustees) that report into the Board of Trustees (2)

The Board is supported by the IPEM National Office, led by Gill Collinson CEO.

Application Process

If you are motivated to contribute at a strategic level and help shape the future of the profession, we encourage you to apply. We would be very happy to have an informal conversation if you would like to explore the role further.

Applications will be assessed against the role criteria, and candidates must be eligible to serve as a Trustee. The Honorary Secretary is appointed by the Board of Trustees, with the appointment subsequently ratified by IPEM's voting members and formally confirmed at the AGM.

Start Date: September 2026.

To apply, please submit:

- A CV
- A short cover letter outlining your interest and suitability against the role description.

Applications should be sent to the Operations and Governance Manager, Jenny Slack on Jenny@ipem.ac.uk

The application closing date is 5pm on Friday 8th May 2026.

This is an opportunity to contribute at the highest level to a profession that improves lives every day, helping shape the future of healthcare through science and engineering.

To read IPEM's Privacy Policy, click [here](#). By submitting an application you are consenting for us to store and process your data. You can submit your anonymised EDI form [here](#).

Equality Statement

Our Commitment

Our strategic values (Trusted, Inclusive, Progressive) influence everything we do. When it comes to staff diversity we are fully committed to change and to making this organisation and our membership more inclusive and diverse. We want every single person in our community to be able to bring their authentic and best self to work every day.

We welcome every applicant regardless of race, religion, sex, gender identity, sexual orientation, marital status, disability, and age.

Role Description

Term of office	3 years, renewable once (6 years maximum)
Time commitment (Meetings and ad-hoc estimate)	<ul style="list-style-type: none"> • Trustee meetings 4 per year (2 online, 1 London, 1 York) 3 hours per meeting. • Finance & Business Planning meetings 4 per year (4 online), 3 hours per meeting • One IPEM Enterprise Limited (IEL) meeting a year (IEL is a wholly owned trading subsidiary of IPEM) <p>We estimate up to a maximum of 12 days per year in total. The Honorary Secretary is sometimes asked to join sub-committees of Trustees, of which there are currently none.</p>
Where does this role fit in?	This role is part of the IPEM Board of Trustees who are collectively and separately responsible for ensuring that the Institute complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
Why volunteer?	<p>To support IPEM as a charity, working for the public benefit through the advancement of physics and engineering in medicine. The satisfaction of “giving back” your knowledge, expertise and experience to support this.</p> <p>Sharing your professional knowledge, enthusiasm and personal time means we can work together more effectively on our mission to improve health through physics and engineering in medicine.</p> <p>Volunteers are absolutely key to achieving IPEM’s charitable objective through its strategy.</p>
Who can apply?	In order to bring independence and diverse skills to the Board, this position is only open to applicants who are not members of IPEM, nor involved in the field of Physics and Engineering applied to medicine.
Key Responsibilities & Duties	<p><i>Strategic Responsibilities (as a Trustee)</i></p> <ul style="list-style-type: none"> • Ensure that the Institute operates in line with its charitable objects, governing documents, and all relevant legal and regulatory requirements. • Safeguard the reputation, values, and long-term sustainability of the Institute, including oversight of its financial health and resources. • Contribute to the strategic direction of the Institute, including setting priorities, defining goals, and monitoring performance against agreed objectives. • Support effective governance and decision-making by bringing independent judgement, challenge, and relevant expertise to Board discussions. • Ensure the Institute’s activities deliver public benefit and align with its mission to advance physics and engineering in medicine. <p><i>Role-Specific Responsibilities (Honorary Secretary)</i></p> <ul style="list-style-type: none"> • Advise the Board on matters of charity and company governance, reporting, compliance, and good practice, maintaining awareness of relevant sector developments. • Work with IPEM staff to ensure effective operation of Board processes,

	<p>including oversight of agendas, minutes, and the appropriate handling of confidential business.</p> <ul style="list-style-type: none"> • Monitor and advise the Chair (President) on the management of conflicts of interest within Board and committee discussions. • Support the Board in maintaining an appropriate balance of skills, knowledge, and experience, and advise on any identified gaps. • Work with the CEO to support the development and delivery of relevant training and updates for Trustees. • Contribute, alongside the President and Trustees, to the handling of any complaints or concerns relating to Trustees or the CEO. • Serve as a Director of IPEM Enterprise Limited (IEL), the Institute's wholly owned trading subsidiary.
What you get out of it	<ul style="list-style-type: none"> • A unique opportunity to help shape and influence the UK's professional body for physics and engineering in medicine at a strategic level. • The chance to contribute your knowledge and experience to a respected national organisation, making a tangible impact on the profession. • The opportunity to collaborate and engage with a diverse group of senior professionals on the Board of Trustees.
Support available	<p>Trustees work closely with the CEO who is responsible for delivering IPEM's remit as a charitable body, a professional body and a learned society; as well developing and growing the charity both in terms of its impact and financial strengths.</p> <p>All Trustees are supported by the CEO, Head of Finance, Operations and Governance Manager and wider teams across IPEM.</p>

Eligibility Requirements

Membership	Must not be an IPEM Member
Experience Skills and Attributes	<p>Essential</p> <ul style="list-style-type: none"> • Understanding, acceptance and eligibility to undertake the legal duties, responsibilities and liabilities of trusteeship. • Able to commit to the role for a minimum of 3 years • Willingness to devote the necessary time and effort to fulfil the duties of a Trustee/Director. • Good, independent judgement and able to think creatively. • Willingness to speak their mind and able to work as a member of a team. Encouraging all members of the board to participate in discussion and decision. • Willing and able to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. • Be organised and efficient, financially literate and able to manage complex information. <p>Desirable</p> <ul style="list-style-type: none"> • Have knowledge and/or experience of the not-for-profit sector, preferably as a Trustee or Director of a charitable company. • Background and skills in either legal matters, marketing, PR/communications, business development or broader commercial experience.