

Role Description

Independent Trustee

Term of Office	5 years (non-renewable)
Meetings	4 per year (2 in London and 2 in York)
Why volunteer?	<ul style="list-style-type: none"> • To support IPEM as a charity, working for the public benefit through the advancement of physics and engineering in medicine and biology. • The satisfaction of “giving back” your knowledge, expertise and experience to support the Institute’s strategy. • 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. • Volunteers are key to achieving IPEM’s charitable objective through its strategy. • Gaining experience at the top level of management of a complex organisation • Ongoing training given to trustees in the principles and practice of Board responsibilities and the functions of Charity Trustees
Where does this role fit in?	<p>The Board of Trustees is the governing body of the Institute and the Trustees 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 and that all its activities are in accordance with the objects of the Institute and other legislative requirements.</p> <p>Trustees play a very important role, exercising independent control over, and legal responsibility for IPEM’s management and administration.</p>
Who can apply?	In order to bring independence and diverse skills to the Board, this position is only open to applicants who are <u>not</u> members of IPEM, nor involved in the field of Physics and Engineering applied to medicine.
Examples of work	<p>Trustee Duties and Responsibilities – all Trustees</p> <p>Ensure that the Institute uses its resources to pursue its objects: to promote for the public benefit the advancement of physics and engineering applied to medicine and biology and to advance public education in the field.</p> <p>Ensure that the Institute complies with its governing document, charity law, company law and any other relevant legislation or regulations.</p> <p>Give firm strategic direction to the Institute, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.</p> <p>Safeguard the good name and values of the Institute, and ensure effective and efficient administration and governance.</p> <p>Ensure the financial stability of the Institute, protecting and managing property and assets, and ensuring proper investment of the charity’s funds.</p> <p>Appoint the CEO and monitor his/her performance.</p> <p>Declare any conflicts of interest prior to discussion of any relevant matter.</p> <p>Use specific skills, knowledge and experience to help the Board of Trustees reach sound decisions.</p>

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	<p>Provide advice to Trustee sub-committees.</p> <p>Attendance at 4 Trustee meetings per annum, which may be held in York or in London.</p> <p>IPEM’s Independent Trustees may also be asked to:</p> <ul style="list-style-type: none"> • assist the President Elect with assessment and identification of his/her development needs during their one year term of office. • Lead on specific projects for the Board that utilise their expertise and objectivity.
Time Commitment	<ul style="list-style-type: none"> • Up to 12 days per year. Independent Members are sometimes asked to join sub-committees of Trustees.
What you get out of it	<ul style="list-style-type: none"> • The chance to lead the UK’s Professional Body for those working in physics and engineering in medicine. • The chance to share knowledge and experience. • The chance to interact with other 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, Deputy CEO and the Operations and Governance Officer.</p>

Eligibility Requirements

Membership	Non-Member
<p>Experience</p> <p>Skills and Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> • Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and directorship • Commitment to the organisation and its objectives. • Willingness to devote the necessary time and effort to fulfil the duties of a Trustee/Director. • Good strategic vision. • Good, independent judgement and able to think creatively. • Willingness to speak their mind and able to work as a member of a team. • Willing and able to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. <p>Desirable</p>

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	<ul style="list-style-type: none"> • Experience of the charitable/not for profit sector • background and skills in either legal matters, marketing, PR/communications, business development or income generation.
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All trustees should:

1. Ensure that the organisation complies with its governing document (the Articles of Association), Company law, and any other relevant legislation or regulations.
2. Ensure that the organisation pursues its objectives as defined in its Articles and Strategic Plan.
3. Have an active commitment to the mission of IPEM.
4. Ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
5. Contribute actively to the Trustees Board’s role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
6. Safeguard the good name and values of the organisation.
7. Represent IPEM at functions and meetings as appropriate.
8. Declare, at the time, any conflict of interest that may arise while carrying out the duties of a trustee.
9. Be collectively responsible for the actions of the organisation and other trustees.
10. Ensure the effective and efficient administration of the organisation.
11. Abide by the Equality Policy.
12. 12. Abide by the expenses policy
13. Ensure the financial stability of the organisation.
14. Protect and manage the property of the organisation and to ensure the proper investment of the organisation’s funds.
15. Make sure the organisation is properly insured against all reasonable liabilities.
16. In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they must help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation’s work in which the trustee has special expertise.
17. Attend committee meetings and to read papers in advance of meetings.
18. Attend working group meetings as appropriate.
19. Participate in other tasks that arise from time to time, such as interviewing new staff, helping with events.
20. Keep informed about the activities of the organisation and wider issues which affect its work
21. Sign the Trustees’ Code of Conduct.