

# Lay Trustee with an interest in IT Strategy

## Job Description

Responsible to	RCEM Trustee Board
Term of Office	Three years, renewable once, subject to satisfactory performance and Board approval
Remuneration	This is an unremunerated role. Reasonable travel and subsistence expenses will be reimbursed.
Time Commitment	Approximately 4 Trustee Board meetings per year, plus preparation time and occasional additional meetings or briefings.
Job Purpose	To contribute to the overall governance, strategic direction and effective stewardship of RCEM, with particular responsibility for providing informed challenge, assurance and strategic insight on digital, data, technology and information governance matters. The postholder will also support the Board and Executive in ensuring that RCEM's IT and digital strategy is proportionate for an organisation of RCEM's size and enables delivery of its charitable objectives, manages risk appropriately and delivers value for money.

# Key Responsibilities

As a Trustee you will bring leadership skills, knowledge and experience, independence and objectivity of judgement, on matters relating to:

- developing and fulfilling the charity's aims and objectives and ensuring that suitable resources are in place;
- constructively challenging and contributing to the development of the strategy of the charity, including setting goals and targets;
- helping develop and implement the charity's values and standards and ensuring its responsibilities to its stakeholders are met;
- monitor and evaluate our performance against agreed objectives;
- ensuring that the charity's income is directed solely to its charitable purposes and using reasonable endeavours to ensure, so far as within the powers of the trustees, the Charity is financially viable;
- protecting and managing the property of the charity;
- ensuring the proper investment of the charity's funds;
- being satisfied that financial information is accurate and that financial and legal controls and systems of risk management are robust and defensible;
- appointing the Chief Executive and monitoring their performance.

## **Additional Responsibilities – IT Strategy Focus**

- Providing strategic oversight of RCEM's IT, digital and data strategy.
- Advising on technology-related risks including cyber security and data protection.
- Supporting assurance on major digital investments and supplier relationships.
- Contributing to good practice in information governance and digital ethics.
- Acting as a sounding board on emerging digital opportunities and risks.

# Person Specification

The College strives to reflect diversity in all Board appointments. We welcome applications from everyone, regardless of age, gender, ethnicity, sexual orientation, faith or disability. We really want to have an appropriate mix of Board members from all sectors and backgrounds.

To enrich the Board's overall knowledge and experience, we are looking for specific experience and skills in charity governance drawn IT and digital strategy experience.

## Essential

- An understanding and belief in the vision and goals of the College
- A sound appreciation of the responsibilities of a trustee and the role of a non-executive together with the capacity to work alongside our Council and senior management
- An independent and incisive approach with the capacity to think and contribute strategically
- A collegiate style, who is both approachable and participative
- Effective communication and interpersonal skills
- Sufficient time to commit to the role, with most Trustees committing 10 to 11 days per year, with meetings held in London and online using Zoom or Microsoft Teams.
- Lay Person (e.g. someone who does not hold a medical degree or have experience as a medical professional)

## Desirable

- Previous trustee or non-executive director experience.
- Experience within membership, professional or healthcare organisations.
- Experience supporting organisational change or modernisation.

## IT and Digital Expertise

- Senior-level experience in IT, digital or technology strategy.
- Experience overseeing digital transformation or major systems delivery.
- Understanding of IT governance, cyber security and data protection.
- Ability to translate technical issues into clear Board-level advice.