



# The Royal College of Radiologists

Lay Trustee



The Royal College of Radiologists



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*The RCR welcomes talented people... who will enjoy working with and for talented professionals."*

## Lay Trustee

Accountable to:	Chair of the board of Trustees
Time commitment:	Six meetings per annum plus one whole day Trustee awayday each year
Duration:	Trustees will serve a three-year non-renewable term.
Remuneration:	The role of lay trustee is not accompanied by any financial remuneration, although expenses incurred on behalf of RCR business can be claimed.
Role classification:	Volunteer
Deadline for application:	Midnight 7th May 2024
Interviews:	Shortlist 24th or 30th May 2024
	Selection 11th or 25th June 2024

## About The Royal College of Radiologists

### Are you interested in making a real difference in the healthcare sector to improve imaging and cancer care for all?

We're the leading professional membership body for clinical radiologists and clinical oncologists and a registered charity who educate and support doctors throughout their career. With over 16,000 members in the UK and internationally, together we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

We require a broad range of skills and

experience to deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all.

If you're inspired by our **strategy** and **values**, and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider giving your time to work with us here at the RCR.



## Welcome

Thank you for your interest in becoming a lay trustee for The Royal College of Radiologists.

It is an exciting time to be part of the RCR. In addition to providing education, training and assessment for all radiologists and clinical oncologists in the UK we are at the forefront of new developments in healthcare and a leader in the digital innovation and AI space. We provide expert advice and opinion to governments and the media. We are also expanding our reach beyond the United Kingdom, with members in many parts of the globe. This year we are holding our second international conference in Dubai, following the success of our 2022 conference.

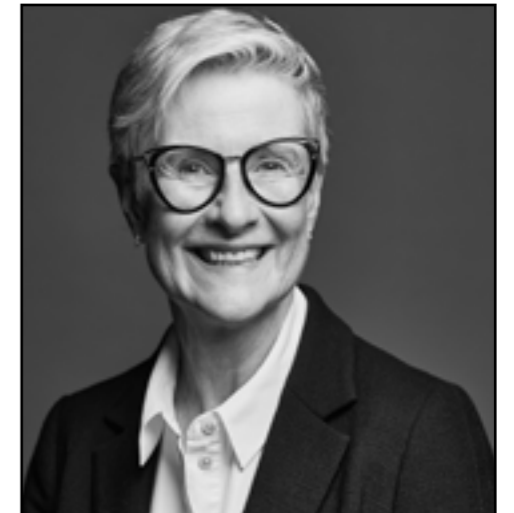
If you have the desire to support the advancement of the next generation of doctors and if you share our commitment to improving diagnostics and cancer care, then please consider applying to join our energetic and dynamic team of trustees.

The RCR welcomes talented people who share our ambition and commitment who will enjoy working with and for talented professionals.

I look forward to hearing from you.

Yours sincerely

Dr Kath Halliday





## Volunteering at the RCR

The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered to doctors in the specialty. The executives of the RCR are the eight Officers (doctors) who work closely with the senior management team (the Chief Executive and Executive Directors for Education & Professional Practice, Business & Resources and Communications) supported by about 100 other employees.

### The Governance Structure

The **Trustee Board** sits at the heart of the RCR' governance and is responsible for the management and administration of the College. It has oversight of all major cross-College projects and activities, with specific responsibility for approving the RCR's strategy, its annual budget and accounts, and for reviewing and managing risk. Membership of the Trustee Board comprises the President, Medical Director for Membership and Business and the six Faculty Officers – the Vice Presidents, the Medical Directors for Professional Practice and the Medical Directors for Education and Training. The Trustee Board also includes up to four lay trustees, one of whom serves as Treasurer. Members of the Trustee Board are the Trustees of the RCR under Charity law.

The Trustee Board delegates certain of its functions to sub-committees:

•Faculty Leadership Teams (FLT) for **Clinical Oncology** and **Clinical Radiology** oversee the delivery of the RCR's strategic priorities as they relate to each Faculty,

strategically manage the affairs of each Faculty, agree and implement policy relating to the Faculty and oversee the role and function of subsidiary Committees and Working Groups.

• the **Finance and Investment Committee** is responsible for advising the Trustee Board on efficient & effective resource planning, risk management and for scrutiny & challenge of financial performance to ensure the College can achieve its strategy and priorities.

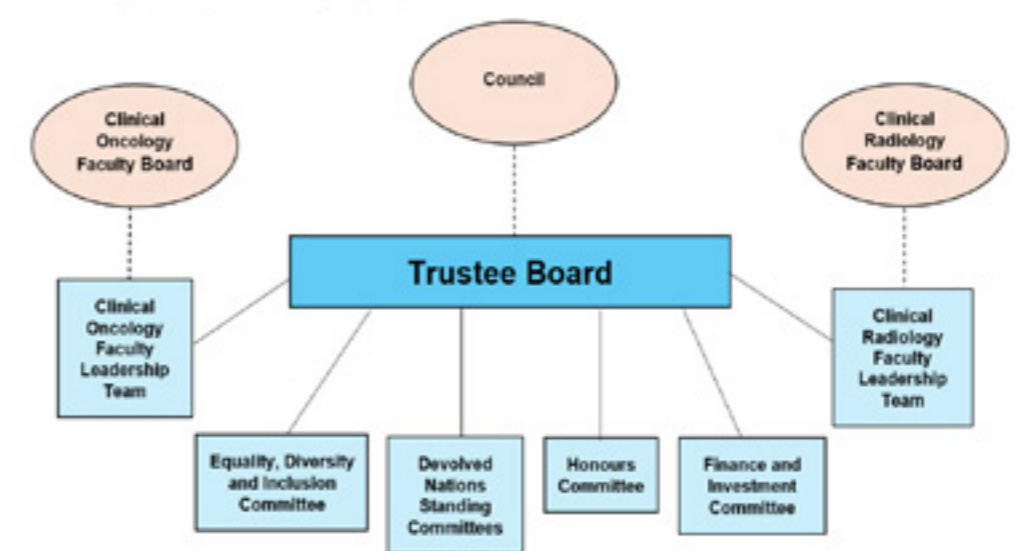
•the **Equality, Diversity and Inclusion Committee** provides high level strategic oversight and direction to the EDI work of the College.

•the **Honours Committee** makes recommendations on the individuals to be considered for honours, medals and prizes awarded by the RCR.

•The three devolved nations' Standing Committees represent the RCR in **Northern Ireland, Scotland** and **Wales**. These Committees ensure that appropriate College matters are communicated to and discussed with clinical radiologists and clinical oncologists practising in each nation, and they also enable the views of those clinicians to be conveyed to the RCR.

In order to ensure appropriate accountability of the work of the College, the RCR's **Council** provides scrutiny of - and constructive challenge to - the Trustee Board. Council oversees the elections of Honorary Officers of the College and the appointment of appointed trustees. It is also responsible for the disciplinary functions of the College. Faculty Boards for both **CO** and **CR** similarly provide scrutiny of, and constructive challenge to, the FLTs.

Governance of The Royal College of Radiologists (RCR)





# Role specification

Role title:	Lay Trustee
Accountable to:	Chair of the board of trustees
Time commitment:	Six meetings per annum
Duration:	Trustees will serve a three-year non-renewable term.

## The role

### Context

The Royal College of Radiologists (RCR) is the leading professional membership body for clinical radiologists and clinical oncologists. A clinical radiologist is a doctor who reads and interprets medical images such as X-rays, CT and MRI. They may also perform minimally invasive surgery, called interventional radiology. A clinical oncologist treats cancer using non-surgical techniques, including radiotherapy and systemic therapies.

The RCR is a registered charity which educates and supports doctors throughout their career. With over 16,500 members in the UK and internationally, we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

The RCR aims to ensure high quality care for patients by improving standards and influencing policy and practice. We set standards for clinical practice, conduct examinations, define and monitor education and training programmes, support doctors in their clinical practice, and advise the Government and others on healthcare issues.

We require a broad range of skills and experience on our trustee board to help deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all. If you're inspired by our **strategy** and **values** and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider applying to be a trustee.

### Trustee Board

Following a review of its governance, a new Trustee Board was established in September 2023. The RCR's board of trustees is responsible for defining RCR policy, agreeing the business plan and ensuring the effective management and administration of RCR. The board of trustees is chaired by the elected President and comprises the other seven Officers of the RCR (six of whom are elected, and one appointed, from among the membership of the College), a lay Treasurer and up to three lay members appointed by the RCR Council. The trustees have, and must accept, ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up.

The day-to-day operation of the RCR is delegated to the chief executive who is accountable to the board of trustees. The management and staff are ultimately accountable to the chief executive, and each RCR directorate is overseen by a designated senior officer and senior manager known as an executive director.

## Principal responsibilities

### a. General duties of a Trustee

- Be willing to act as a trustee of the organisation and accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up.

### b. Strategic leadership

- Supporting the defining of goals, setting targets, and evaluating performance against agreed targets through participation in strategic planning to forward the RCR's business development.
- Ensure the effective management and administration of the RCR.
- Ensure sound financial health of the charity, with systems in place to ensure financial accountability.

### c. Compliance

- Ensure that the RCR complies with charity law and other relevant legislation, and with the requirements of the Charity Commission and other regulators (e.g.: Information Commissioner).

### d. Duty of prudence

- Ensure that the RCR as a charity is, and will, remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the objects of the RCR as a charity.

### e. Duty of care

- Use reasonable care and skill in their work as trustee, using their personal skills and experience as needed to ensure that the RCR is well-run and efficient.

### f. Relationship with the chair of the board, chief executive and wide management team

- Establish and build a strong, effective, and constructive working relationship with the chair of the board of trustees (the President) and chief executive, ensuring that they are held accountable for achieving agreed strategic objectives.
- Ensure regular contact with the chair of the board of trustees, developing and maintaining an open and supportive relationship within which each can speak openly about worries, concerns, and challenges.



### Additional duties

- Attending meetings of the RCR board of trustees, including scrutinising papers and leading discussions
- Be responsible, as part of the full board of trustees, for appointing and dismissing the chief executive and holding the chief executive and senior staff to account
- Be involved in the appointment of senior staff as and when required
- Attend functions on behalf of the College
- Show an active and current interest in all aspects of the RCR
- Bring your particular expertise to bear on the work of the RCR
- Declare any potential conflict of interests in a timely manner throughout the entire term as a trustee
- Discharge any other duties or functions required of them by law or under the RCR's constitution



## The person

### Knowledge and skills

Bring high level expertise and experience in matters of one or more of:

- Business Management and Development, if possible on a global scale
- Campaigning, Advocacy and Politics.

Possess, or be willing to gain, a broad knowledge and understanding of the healthcare landscape and the current issues affecting it

Exhibit confident and effective communication skills

Possess an understanding of charity governance

Understand and accept the legal duties, responsibilities, and liabilities of trusteeship.

### Personal qualities

Demonstrate a strong commitment to the RCR and its strategic objectives.

Exhibit strong inter-personal and relationship-building abilities.

Ability to work collegiately and effectively as a member of a diverse team whilst maintaining an independent perspective.

Demonstrate tact and diplomacy, with the ability to listen and engage effectively.

A strong personal commitment to equality and diversity.

Ability to commit sufficient time to conduct the role well.

Commitment to the Nolan principles (the seven principles of public life).

### Experience

To be able to apply applicants must be able to also fulfil the following requirements:

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of guiding an organisation through strategic and structural growth during a period of significant external pressures and change.



## Our values



### People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.



### Integrity

We are open, honest and transparent. We strive to reflect and learn from experience in every area of our work to deliver the right outcome.



### Making a difference

We strive for excellence. We make a difference by setting standards and empowering our membership and our staff through personal development and lifelong learning.

We recognise that patients' best interests underpin everything we do.



## Code of Conduct

The RCR values greatly the time its members, Fellows and external contributors give to the College. The RCR expects high standards of conduct and personal integrity of its staff and Contributors in the performance of their roles. This Code of Conduct applies to all those that contribute to the RCR. Contributors must ensure that they are familiar with the Code and that their actions and behaviour comply with its provisions.

### General principles

Contributors are expected at all times to act appropriately bearing in mind their association with a medical Royal College. They must refrain from any illegal, dishonest or unethical conduct at all times, not just when performing voluntary services for the RCR.

Contributors must:

- Support the College strategy and workplans;
- Act in good faith, with honesty, integrity and probity;
- Promote the RCR's aims and objectives in a positive light;
- Comply with the RCR's values and competencies (set out below);
- Treat others equally, fairly and with respect;
- Challenge poor behaviour when it occurs; and
- Take personal responsibility for adhering to this Code of Conduct.

Contributors must not:

- Act in a manner which may bring the RCR into disrepute; or
- Misuse their position for personal gain or to promote their other interests.

### More information

The full version of the RCR's Code of Conduct can be found on our website here: <https://www.rcr.ac.uk/about-us/policies/contributor-code-of-conduct/>



## Equality and diversity

Every day, our colleagues are making a difference by helping to improve imaging and cancer care for all. This starts by having the best talent, and that is only possible with a diversity of thinking, diversity of background and experience, and diversity of skills.

Diversity means better ideas, better solutions and more innovation. It's why one of our key priorities is to ensure our workforce reflects the communities we serve.

We're committed to creating an inclusive workforce and working environment for us all to enjoy – where everyone is able to bring their whole self to work to

create change and reach new heights of creativity.

You can find our equality, diversity and inclusion commitment [here](#) as well as our equality and diversity policy [here](#).

## How to apply

The closing date for applications is midnight 7 May 2024.

Please submit a CV and a covering letter of no more than a page and half, together with a completed **Diversity Monitoring Form**.

It is important that your covering letter includes a clear statement in support of your application.

The application process is the first chance we have to assess your suitability for the role you are applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create your application you unfortunately won't be shortlisted for the next stage of the recruitment process. We hope that you respect this request in line with our value of integrity **Values & strategy | The Royal College of Radiologists (rcr.ac.uk)**

Applications should be emailed to [layrecruitment@rcr.ac.uk](mailto:layrecruitment@rcr.ac.uk)

If you have not heard further from the RCR within a four weeks of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

Shortlisted candidates will be invited to attend shortlist interviews on 24th or 30th May and if successful selection interviews either on the 11th or 25th June 2024.

If you consider yourself to have a disability and require a hard copy pack or a different format, for example large print, please contact the HR team at [layrecruitment@rcr.ac.uk](mailto:layrecruitment@rcr.ac.uk)



*I have found it very stimulating to share the Board table with some of the brightest and best clinicians in our country... ”*







The Royal College of Radiologists

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