



RCEM
Royal College
of Emergency
Medicine

Patron: HRH Princess Royal
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Role Profile

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.

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 which could be drawn from financial, legal, risk management, human resources, IT or wider governance experience.

All candidates must have:

- 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.

We are looking for someone who additionally meets these criteria:

- Lay Person (e.g. someone who does not hold a medical degree or have experience as a medical professional)
- As we already have finance, governance and legal experience amongst our Board Members we are looking for someone who ideally has policy and public affairs experience.

Excellence in Emergency Care

Incorporated by Royal Charter, 2008
Registered Charity Number: 1122689

VAT Reg. No: 173205823
Scottish Charity Number: SC044373

FAQs

These FAQs have been drafted to assist with the recruitment of the appointed members of the Trustee Board.

Q. What is the role?

A. Trustee of the Royal College of Emergency Medicine

Q. What do we want from our Trustees?

A. We want our Trustee Board to be diverse and contain a blend of experience and skills. So ideally, we want some of our Trustees to bring with them trustee, financial and/or governance experience.

We are looking for individuals who:

- see the value of emergency medicine (e.g. understand the work done in A&E)
- are willing to devote time to carry out responsibilities
- are able to support our objectives
- are forward looking and can bring a strategic view
- have good judgement and are impartial
- can communicate well and work as a team
- can use tact and diplomacy when challenging and constructively criticising

Q. What can you expect from us?

A. We will provide induction help so you can find your feet. We can offer training if you need to learn more about the duties of being a Trustee and more tailored training if you need it.

Q. What are the duties of a Charity Trustee?

A. There are six main duties:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

More information on this is available on the Charity Commissioners website here:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>

Q. What does the Trustee Board do?

A. The Trustee Board will normally meet between four and six times a year. We aim to meet either in person or using an electronic forum such as Zoom. The Board duties will broadly include:

- Ensure the College's compliance with the Royal Charter, Ordinances and Bye-laws and that resources are only applied in furtherance of the College's charitable purposes.
- Approve College strategy.
- Approve College budget and annual business plans and key policies to achieve the strategy.
- Approve the annual accounts and Trustees' report.
- Appoint (and if necessary remove) Chief Executive and other members of Senior Management Team.
- Establish and oversee a framework of delegation to Officers, the Specialist Board, Committees, working groups, the Chief Executive and other Senior Management Team.
- Establish and oversee a framework for identifying and managing risks.
- Establish and oversee a framework to ensure compliance with all law affecting the activities of the College.
- Approve College Investment Policy.

- Ensure proper financial records, reporting and internal controls and systems.
- Monitor overall performance of the College against its strategy, plans, budget and policies
- Monitor [quarterly] management accounts and cashflow and ensure the College continues as a going concern for the foreseeable future.
- Approve all acquisitions and disposals of land, mortgages and grant of leases by the College

Q. What is the time commitment needed to be a Trustee?

A. Board meetings usually happen quarterly and will normally take 3-5 hours with breaks, there will be reading time needed to review papers. Trustees may also wish to become more involved in some specific projects and role holders may have additional duties as described in their Role Profile.

Q. Is there any remuneration?

A. No, this is voluntary role, but expenses are paid.

Q. What expenses are paid?

A. You may claim for your reasonable out of pocket expenses in accordance with the College Expenses Policy.

Q. How big is the Board?

A. The Board comprises 12 people, 4 lay people and 8 emergency clinicians.

Q. Do some Trustees have additional responsibilities?

A. Yes, some trustees have special roles, such as the Chair and the Treasurer. They are known as role holders or as the Charity Commission describes them 'officers'. You must comply with any specific provisions in your governing document about these. Role holders don't automatically have any extra powers or legal duties than the other Trustees, but may carry out specific roles or have specific responsibilities delegated to them. Don't forget - all trustees remain jointly responsible for the charity. For example, all trustees share responsibility for finances (not just the treasurer).

Q. Can trustees become personally liable?

A. It is extremely rare for charity trustees to be held personally liable, but they can be held liable: to their charity, if they cause a financial loss by acting improperly or to a third party that has a legal claim against the charity which the charity can't meet. The Charity Commissioners website has more information if you need it.

Q. Who are you regulated by?

A. Our charity regulators are the Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>) and the Scottish Charity Regulator (<https://www.oscr.org.uk/>).

Q. Can anyone apply?

A. Yes, we want to attract applications from the widest possible pool of applicants. However, there are some restrictions according to the law. You must be at least 18 years old to be a charity trustee. Some people are disqualified by law from acting as charity trustees. Subject to waiver provisions, this includes anyone who:

- has an unspent conviction for an offence involving dishonesty or deception
- is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors
- is disqualified from being a company director
- has previously been removed as a trustee by either the commission or the High Court due to misconduct or mismanagement