

Member Trustee

Job Description

Contract

3-years

Job Purpose

Member Trustees play a vital role in ensuring that the Royal College of Emergency Medicine (RCEM) is well-governed, financially sustainable, and strategically focused on advancing emergency medicine and improving patient care. As a Member Trustee, you bring the perspective of the College's membership and fellowship to the Trustee Board, ensuring that decisions are informed by professional insight, lived experience, and the values of the College.

Trustees collectively are responsible for setting the strategic direction of the College, safeguarding its charitable purposes, and ensuring it operates in accordance with its Royal Charter, Bye-Laws, Ordinances, and all relevant legal and regulatory requirements.

Key Responsibilities

- Act in the best interests of the College at all times, supporting its charitable objects and public benefit responsibilities.
- Contribute to setting, approving and monitoring delivery of the College's strategic direction, priorities and values.
- Exercise collective oversight of the College's performance, ensuring effective use of resources and value for money.
- Ensure appropriate systems are in place for managing risk, financial control, governance, and regulatory compliance.
- Scrutinise and approve key policies, annual budgets, business plans, and the annual accounts and Trustees' Report.
- Appoint, support and hold to account the Chief Executive, and ensure appropriate delegation to senior staff, committees and office holders.
- Act as an ambassador for RCEM, representing the interests of emergency medicine and supporting engagement with members and wider stakeholders.
- Uphold the highest standards of integrity, probity, and collective responsibility, maintaining confidentiality where required.

Time Commitment

Trustees typically commit the equivalent of approximately 10–11 days per year. This includes attendance at four Trustee Board meetings per year, reading and preparation time, and occasional attendance at strategy days, committees, or College events.

Term of Office

Member Trustees are appointed in accordance with the College's Bye-Laws and usual terms of office as for 3 years, with eligibility for re-appointment subject to those provisions.

Person Specification

Essential

- Member or Fellow of RCEM in good standing.
- Commitment to the purpose, values and strategic objectives of RCEM.
- Understanding of, or willingness to learn, charity trustee responsibilities.
- Ability to think strategically and exercise independent judgement.
- Integrity and ability to act collectively
- Effective communication and interpersonal skills.
- Ability to commit sufficient time to the role.

Desirable

- Previous governance or trustee experience.
- Experience of committee work within RCEM or similar organisations.
- Skills in areas such as finance, risk, digital, workforce, education, or EDI.
- Understanding of the healthcare and policy environment affecting emergency medicine.

Eligibility and Compliance

- Appointment is subject to eligibility under charity law. Trustees must comply with College policies. The role is unremunerated; reasonable expenses are reimbursed in line with the College's Expenses Policy.