



# Elected Member Trustee

## Role description and person specification

### ROLE CONTEXT

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Charity trustees are the people who serve on the governing body of a charity. Trustees have and must accept ultimate responsibility for directing the affairs of a charity and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. Trustees are also Directors of FPM under the Companies Act.

### MAIN RESPONSIBILITIES AS A TRUSTEE

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- To undertake the legal duties and obligations of a trustee of Faculty of Pharmaceutical Medicine
- To contribute to setting the strategy for FPM
- To attend meetings and to contribute to the work of FPM Board
- To attend and to contribute to the work of other FPM committees and working groups as agreed
- To represent FPM at external meetings and events as agreed
- To participate in communications by email / telephone in between meetings as required
- To act in compliance with FPM's Governing Documents and Regulations including its Trustee Code of Conduct
- To act in compliance with FPM's Policies including its Equal Opportunities Policy
- To act in compliance with FPM's values (Professional, Innovative, Caring, Collaborative, Credible and Learned)

#### All Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets
- Ensure that the charity is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects

- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- Consider obtaining external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

## **ELECTION**

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FPM Fellows and Members (excluding Honorary) are invited to nominate an individual for the post of FPM Trustee. A person specification is provided below. Each nomination must be signed by a proposer and a seconder, both of which must be a Fellow or Member who is eligible to do so. Each nominee must confirm in writing his/her willingness to be nominated and to serve if elected and submit an election statement which will be circulated with ballot papers if a ballot is required.

If the number of nominations exceeds the number of places available a list containing the names of the Fellows and Members nominated for election shall be sent to each Fellow and Member who is eligible to vote not less than two months before the Annual General Meeting or alternative date agreed by the Board of Trustees. A ballot will take place and the result will be notified to the members of the FPM.

## **TENURE**

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Trustees will normally serve for a period of 3 years. This can be extended to a maximum of 6 years if re-elected.

## **CONFIDENTIALITY**

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Information relating to FPM business must be kept confidential unless otherwise agreed by FPM. An oath will be sworn at the first Board Meeting.

## **EXPENSES**

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FPM will reimburse reasonable travel and subsistence costs arising from attendance at FPM events under the terms of FPM's Expense Claim Policy.

## **TIME COMMITMENT**

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It is anticipated that there will be at least four half-day meetings of the Board each year with at least 50% via videoconferencing. There will be additional time commitments involved in supporting the work of the Board, other Governance committees and FPM generally in between committee meetings but it is difficult to be prescriptive about the extent of this.

## **ELIGIBILITY TO BE A TRUSTEE OF A CHARITY IN ENGLAND & WALES**

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You must be at least 16 years old to be a trustee of a charitable company or a charitable incorporated organisation (CIO), unless the charity's governing document says you must be older. You must be at least 18 to be a trustee of any other type of charity. 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

For full details please see [Charity Commission Website](#).

**PERSON SPECIFICATION:**

	<b>Essential</b>	<b>Desirable</b>
<b>Professional</b>	<p>Holds a Medical Qualification recognised by the GMC</p> <p>In good standing with the relevant medical registration body (e.g. GMC)</p> <p>Member (MFPM, MFPMDis) of Faculty of Pharmaceutical Medicine in good standing</p>	<p>Evidence of continuing professional development</p> <p>Evidence of achievement and contributions to the specialty of Pharmaceutical Medicine</p>
<b>Attitudes</b>	<p>Ability to work effectively within a team</p> <p>Evidence of commitment to the specialty of pharmaceutical medicine</p> <p>Evidence of the use of initiative</p> <p>Willingness to devote the necessary time and effort to fulfil the requirements of the role</p>	<p>Successful membership of committees demonstrating positive contribution</p>
<b>Specific Expertise</b>	<p>Understanding and acceptance of the legal duties and responsibilities of trusteeship</p> <p>An interest and ability to oversee the current and future financial governance of FPM</p> <p>Strategic vision</p>	<p>Relevant experience relating to financial governance</p> <p>Experience of strategic development</p>