



# Faculty of Pharmaceutical Medicine

*Advancing the science and practice of  
pharmaceutical medicine for the  
benefit of the public*

A: 19 Angel Gate, 326a City Road, London, EC1V 2PT | T: +44(0) 20 3696 9044  
W: [fpm.org.uk](http://fpm.org.uk) | E: [fpm@fpm.org.uk](mailto:fpm@fpm.org.uk)

## THE ROLE OF REGISTRAR OF FPM OF PHARMACEUTICAL MEDICINE - APPOINTMENT 2024

### ROLE CONTEXT

The Registrar is a trustee of FPM which is a registered charity. 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. The Registrar has specific responsibility for matters relating to the register of members, the governing documents and human resources. Trustees also act as Directors of FPM under company law.

### MAIN RESPONSIBILITIES AS REGISTRAR

- To be responsible for the register of members of FPM, register of Trustees and for maintaining the official copies of FPM's governing documents
- To render an Annual Report to Annual General Meetings of FPM and to the parent colleges.
- To be responsible for the conduct of elections and to take custody of ballot papers
- To take overall responsibility for the employment, performance and welfare of FPM's employees on behalf of the trustees
- To take responsibility for other activities as agreed with the President.

### 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.

### MAIN RESPONSIBILITIES AS A TRUSTEE

- To undertake the legal duties and obligations of a trustee and company law Director of the Faculty of Pharmaceutical Medicine
- To contribute to setting the strategy for FPM
- To attend meetings and to contribute to the work of FPM's Board of Trustees



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- To attend and to contribute to the work of other 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
- Act in compliance with FPM's values (Professional, Innovative, Caring, Collaborative, Credible and Learned)

## APPOINTMENT

The method of appointment of the Registrar will be open advertisement from the membership of FPM of Pharmaceutical Medicine. A person specification is provided below. Shortlisted applicants will normally be invited to meet an appointment committee which will be chaired by one of the current Trustees of FPM.

## TENURE

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

## CONFIDENTIALITY

Information relating to FPM business must be kept confidential unless otherwise agreed by FPM.

## EXPENSES

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

It is anticipated that there will be at least four half-day meetings of the Board and six meetings of the Executive Committee (1.5 hours in duration). The Registrar is also a member of the Fellowship Committee which convenes annually. 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.

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.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified under the Charities Act. This includes if you:

- are disqualified as a company director



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- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement

If your charity wants to appoint someone who is disqualified as a trustee, you can apply to the commission for a waiver. Whether the commission can grant a waiver will depend on the particular circumstances. For example, the commission cannot grant waivers for disqualifications under company director disqualification or insolvency legislation.

For full details please see Charity Commission Website

<https://www.gov.uk/government/organisations/charity-commission>

## **PERSON SPECIFICATION:**

See below



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## PERSON SPECIFICATION

As part of your application, please provide details and examples of how you meet these criteria

	Essential	Desirable
Professional	<p>Holds a Medical Qualification recognised by the GMC</p> <p>If in current medical practice, holds current medical registration in the relevant country</p> <p>Must not be disqualified, suspended or prohibited from practising medicine anywhere in the world</p> <p>Must have no current conditions, undertakings or warnings attached to any medical registration</p> <p>Must be no known outstanding fitness to practise proceedings</p> <p>Legally able to act as a Trustee and company law Director</p> <p>Fellow or Member of FPM of Pharmaceutical Medicine in good standing</p>	<p>Evidence of continuing professional development.</p> <p>Evidence of achievement in and contribution to Pharmaceutical Medicine</p> <p>Currently undergoing revalidation</p>
Attitudes	<p>Ability to work effectively within a team</p> <p>Evidence of commitment and positive contributions 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>
Specific Expertise	<p>Understanding and acceptance of the legal duties and responsibilities of trusteeship</p> <p>An interest and ability to undertake the role</p>	<p>Relevant experience relating to the responsibilities of Registrar</p> <p>Experience of strategic development</p>

## HOW TO APPLY

Please submit a CV plus one-page cover letter outlining your suitability for the role to [fpm@fpm.org.uk](mailto:fpm@fpm.org.uk). The deadline for applications is 17:00 on Monday 22 July 2024.

If you have any questions please email [fpm@fpm.org.uk](mailto:fpm@fpm.org.uk) or call (0) 20 3696 9030.



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## Additional materials

Please note our Code of Conduct for Trustees, and FPM Declaration of Interests Policy (download these via our website).

## Our values

We are	This means
Professional	Being accountable for our work and actions
Innovative	Seeking solutions proactively
Caring	Treating everyone with dignity
Collaborative	Working positively with others
Credible	Being honest and ethical in our work
Learned	Investing in developing knowledge and skills