



LAY TRUSTEES ROLE DESCRIPTION

JOB SUMMARY

The College is a professional body and a registered charity. The Lay Trustees are responsible for controlling the management and administration of the charity. 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.

Lay Trustees have duties to:

- Ensure that the College as a 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 College as a 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) that 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 College as a charity is, and will, remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the objects of the College as a charity.
- Avoid undertaking activities that might place at undue risk the endowment, funds, assets or reputation of the College as a charity.
- Take special care when investing the funds of the College as a charity or borrowing funds for the College as a 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 College as a charity, or where the Trustees may be in breach of their duties.

- Attend meetings of the College Board of Trustees, including scrutinising papers and leading discussions.
- Chair and/or attend such meetings of the committees of the Trustees as the Trustees and/or the Appointments Committee (as applicable) may from time to time direct.
- Participate in strategic planning to forward the College's business development.
- Be responsible 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.
- Effectively supervise delegates, including the Council and Faculties and the College.
- Discharge any other duties or functions required of them by law or under the College's constitution.

In addition to the matters set out in the role description of the Trustees, the Lay Trustees shall:

- Become well informed about surgery and the context in which the professional and clinical matters of the College are debated;
- Show an active and current interest in all aspects of the College; and
- Bring particular expertise to bear on the work of the College (business, people and culture, finance, investment, governance, legal, marketing, communication, public affairs, customer engagement).



'Being a Lay Trustee of the Royal College of Surgeons England is a real privilege, the experience has been both rewarding and immensely interesting. It was only after joining the College did I fully appreciate the vital role it plays in the development and support of surgical care and the wider health agenda in our society. Being a Trustee is an essential part of the governance of the organisation and I genuinely feel that I am doing something important and worthwhile.'

Robert Greig
Lay Trustee

PERSON SPECIFICATION LAY TRUSTEES

The College is seeking to appoint one Lay Trustee with:

- Senior leadership experience preferably in financial management and accounting, however other backgrounds will be considered.
- Lay Trustees will demonstrate:
 - The ability to work effectively as a member of a diverse team whilst maintaining an independent perspective.
 - An understanding of, and commitment to, the values of accountability, probity and openness.
 - Confident and effective communication skills.
 - A track record of being able to process details quickly and get to the heart of an issue.

Experience of board or committee membership in a charitable, public sector or commercial organisation is desirable, but not essential.

The College is a diverse organisation and welcomes applications from all backgrounds.

Time Commitment

Time commitment is going to be around 18 days a year. The roles are not remunerated, but reasonable expenses will be reimbursed.

Term of Service

Lay Trustees are normally appointed for a period of three years, renewable for a second term of three years.

Interested Candidates

Interested candidates should email their CV and a covering letter to cmanning@rcseng.ac.uk by 20th February 2023