

## **The Royal College of Surgeons of England**

### **Member of the Board of Trustees**

#### **The College**

The Royal College of Surgeons of England is one of the world's leading professional bodies working in the medical field. Our central purpose is to enable surgeons to achieve and maintain the highest standards of surgical practice and patient care. The College is a professional body and a registered charity and has no political affiliation. It has expertise, authority and independence, and it acts entirely in the interests of surgical patients and in support of those providing their care. The College provides strategic leadership and support to the surgical profession and influences policy making that has a direct impact on surgeons and their patients. The College works with the Government and its departments and agencies, the NHS, trusts and hospitals, a range of professional bodies, and with patients and the public to enable the delivery of the best surgical care today and in the future. Further information is available at [www.rcseng.ac.uk](http://www.rcseng.ac.uk).

#### **Background**

The Royal College of Surgeons was formed in 1800 under a Royal Charter. It is governed by a Trustee Board, created in 2015, who delegate all professional policy and membership matters to Council. The Trustee Board is made up of 13 people – the President and Vice Presidents, the Faculty Deans, three surgical Trustees elected by and from Council, and four Lay Trustees.

The College Council consists of 36 surgeons (including two dental surgeons), and nine invited members.

#### **The Role**

As a member of the Board of Trustees you will be a Trustee of the charity and responsible for ensuring that the College complies with its governing documents, charity law, company law, HMRC regulations, accounting standards, employment law, and any other relevant legislation and/or regulations. You will also be responsible for approving budgets, audited accounts, the management of restricted and designated funds, and for approving the strategic and operational plans of the College. Trustees also have responsibility for matters of employment, investments & reserves, estate, commercial business and legal transactions.

#### **Main Duties**

Charity Trustees are responsible for controlling the management and administration of the charity (the Charity Commission, CC3, March 2012). 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.

#### **Trustees – Role Description**

The Regulation of the College set out the duties of our Trustees, in Appendices 1 and 2. These are replicated below:

To act as Charity Trustees of the College, with legal 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, 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, e.g. business (UK or international); working with government; marketing; communications; financial; investments, legal; information technology; education; examinations; property development; charity governance; membership organisations; or HR expertise.

In addition to these statutory duties, each Trustee should use any specific skills, knowledge and experience s/he has to help the Board of Trustees reach sound and considered decisions. These are likely to include the following:

- Scrutinising board papers.
- Leading or facilitating discussions.
- Focusing on key issues for the College.
- Providing guidance and opinion on new initiatives.
- Chairing and participating in other committees of the Board as required.

- Becoming well informed about surgery and the context in which the professional and clinical matters of the College are debated.
- Showing an active and current interest in all aspects of the College.
- Bringing particular expertise to the work of the College, e.g. business (UK or international); working with government; marketing; communications; financial; investments, legal; information technology; education; examinations; property development; charity governance; membership organisations; or HR expertise.
- Strategic planning to forward the College's business development.
- Appointing and dismissing the Chief Executive and holding the CEO and senior staff to account.
- Being involved in the appointment of senior staff as and when required.

Trustees will also need from time to time to:

- Attend dinners/events on behalf of the College.
- Be available via e-mail or occasionally telephone between Board meetings for advice and to make decisions by circulation.
- Be available for other ad hoc requirements.

### **Induction programme**

Some training in the role of trustee will be provided along with an induction into the work of the College.

### **Key Working Relationships**

- President of the Council (also Chair of the Board of Trustees)
- Vice Presidents of Council (also members of the Board of Trustees)
- Faculty Deans (also members of the Board of Trustees)
- Other members of the Board of Trustees (3 Council members and 4 lay members)
- Chief Executive
- Other Members of Council
- Executive Directors

In addition, Trustees will be expected, from time to time, to interact with organisations and individuals including charities, other health sector organisations, the NHS and other medical colleges.

### **Time commitment**

The College Board meets six times a year. Meetings, held at the College in Lincoln's Inn Fields, are usually a morning session. Total time commitment from each lay Board member is likely to amount to up to three working days per month. The role is not remunerated, but reasonable expenses will be reimbursed.

### **Term of service**

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

## Person Specification

Significant experience of board or committee membership in a charitable, public sector or commercial organisation.	Essential
Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and Chief Executive.	Essential
Ability to work effectively as a member of a diverse team whilst maintaining an independent perspective.	Essential
An understanding of, and commitment to, the values of accountability, probity and openness.	Essential
Confident and effective communication skills.	Essential
A track record of being able to process details quickly and get to the heart of an issue.	Essential
Demonstrable knowledge of financial matters and accountancy.	Desirable
A proven track record of achievement within a related business environment.	Desirable
Experience of guiding and directing an organisation through strategic and structural growth during a period of significant external pressures and change.	Desirable
Demonstrable knowledge of the healthcare sector.	Desirable

## How to apply

To apply please send a curriculum vitae and covering letter to Elizabeth Anderson, Head of President's and Chief Executive's Office, Royal College of Surgeons, Lincoln's Inn Fields, London WC2A 3PE or to [eanderson@rcseng.ac.uk](mailto:eanderson@rcseng.ac.uk), by 12<sup>th</sup> February 2019. You can also contact Elizabeth Anderson to arrange an informal conversation with the President or Chief Executive of the College.