

**British Society for Immunology (“BSI”)
Board of Trustees (“the Board”)**

Purpose

The Board is the governing body of the BSI and is responsible for ensuring that the organisation operates properly and effectively. The Board has four overarching areas of responsibility. These are: finance, governance, strategy and the appointment and supervision of the CEO.

The BSI Board is bound by the Articles of Association, and Rules of, the Society. Full information may be found within these documents. Under the Rules, the Board has the ability to delegate responsibilities and duties to other committees, groups and to non-trustees. However, the legal responsibility for the running of the Society will always remain with the Board.

Composition: There can be between eight and twelve trustees. This consists of:

- Four specific roles (BSI members, elected by the membership):
 - the President;
 - the Treasurer;
 - the Clinical Secretary;
 - the Chair of the Forum
 - two Early Career Trustees
- Up to four general trustees (BSI members, elected by the membership)
- Up to four additional trustees, who may not necessarily be members, and who are co-opted by the Board for their specialist expertise in areas such as finance.

Quorum: At least half the amount of current serving trustees, (or three trustees, whichever is greater), must be present at a Board meeting in order that any motions may be carried. Trustees may be required to join other BSI committees or may be asked to perform other duties; this will last for the duration of their trusteeship only.

It is the work of the trustees that makes a real difference to the Society and ultimately enables it to set and deliver its strategic objectives. With the role comes serious responsibilities for the running of the organisation. Trustees make extremely valuable contributions to the Society’s work in a variety of areas, depending on their areas of expertise and their availability. They are not expected to understand in detail the full operational workings of the Society but they are expected to work closely with the BSI CEO and staff to further its aims. Our trustees are the ‘ambassadors’ for the organisation, attending events and acting as spokespeople where appropriate, and are given full induction and training as required. Each trustee receives a job description specific to their role. They will be allowed to claim expenses appropriate to their duties, such as attending meetings. These are set out in our expenses guidance.

Secretary roles: In addition to the Board, the membership will elect the following Secretary roles:

- Education Secretary
- Congress Secretary
- Public Engagement Secretary
- Groups & Meetings Secretary

These are not Trustee positions, and they will not sit on the Board, although they report to the Board, and may be asked on occasion to attend Board meetings to provide activity reports.

Duration of service: Trustees serve a term of four years and may serve up to two consecutive terms. After two consecutive terms have been served, a year must pass before any re-election or co-option to the Board. Non-attendance for two consecutive meetings, without good reason, may result in being asked to stand down from the Board. All Trustees are expected to sign a declaration of interest form annually.

Meetings: The Board will hold face-to-face meetings four times a year. Additional correspondence will be carried out between meetings via email and telephone as appropriate.

Reporting: The Board reports to the Charity Commission and Companies House.