

Co-opted Trustee role description and person specification

Role title	Co-opted Trustee and Finance Sub Committee member
Accountable to	Board of trustees
Responsible for	Finance

The BSI is one of the oldest, largest, and most active, immunology societies in the world and the largest in Europe. Our membership is global, but the majority of members are British. The Society's objective is to promote and support excellence in research, scholarship and clinical practice in immunology for the benefit of human and animal health and welfare.

All Trustees are expected to make active and dynamic contributions to the Board, the organisation and to supporting our members. Trustees have wide-ranging skills, knowledge and experience appropriate to governance and strategy, including up to eight elected members (who are professional immunologists) and up to 4 additional co-opted individuals with specific expertise.

Elected Trustees include the President, Treasurer, Chair of Forum and Clinical Secretary and must be full members of the Society. Co-opted trustees are appointed by the Board because of their skills in finance, governance and other areas deemed necessary to ensure that the duties and obligations of the Board are fulfilled.

Board meetings are chaired by the President (or a deputy Trustee) and are attended by senior officials of the Society (including the Chief Executive). Other appointed officers, Secretaries, Chairs of subcommittees and Editors of the Society's journals may be invited to attend Board meetings to report on BSI activities when appropriate.

Scope and purpose of role

As a member of the Board and the Finance Sub Committee this role is to help maintain an overview of the society's affairs, ensure financial viability, and ensure that proper financial records and procedures are maintained.

Trustee responsibilities:

- Responsible for the governance and strategy of the BSI
- Expected to attend the Board meetings four times a year
- Responsible and accountable for the efficient running of the Society
- Set high-level strategy and approve major expenditures
- Work to ensure the BSI's financial well-being and financial stability

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation pursues its objectives as defined in its governing document, 'The rules of the BSI'.
- Ensure the Society uses its resources exclusively in pursuance of its objectives: the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the Society
- Ensure the effective and efficient administration of the organisation
- Ensure the financial stability of the organisation
- Protect and manage the property of the charity and ensure the proper investment of the charity's funds
- Appoint the chief executive officer and senior managers, and monitor their performance
- Appointed for 4 years, but may serve for a second term

All Trustees must understand and accept the legal duties, responsibilities and liabilities of trusteeship and adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience to help the board of trustees reach sound decisions.

This will involve:

- Scrutinising board papers
- Focusing on key issues of importance to the BSI
- Providing guidance on new initiatives (especially in areas in which the trustee has special expertise)
- Attending meetings and events to support the work of the BSI (e.g. the annual Congress, the AGM, meetings with senior stakeholders or partners and public engagement events).

Additional duties of the Finance Sub Committee member

- Oversee, challenge and approve budgets, accounts and other financial statements.
- Ensure that the financial resources of the Society meet its present and future needs.
- Ensure that the charity has an appropriate reserves policy.
- Ensure that appropriate accounting procedures and controls are in place.
- Ensure that the Society has an appropriate investment policy.
- Ensure that there is no conflict between any investment held and the aims and objects of the Society.
- Monitor the Society's investment activity.
- Ensure that the Society complies with all relevant legislation.

- Ensure that equipment and assets are adequately insured.
- Ensure that the accounts are prepared in the form required by the relevant statutory bodies.
- Ensure that the accounts are audited in accordance with the regulations and that any recommendations are acted on.
- Review performance of financial auditors and recommend appointment of auditors to the Board
- Attend four Finance Sub Committee meetings per year

Person specification

- Qualified accountant
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Experience of charity accounting desirable
- Strategic vision
- Good independent judgment
- Strong leadership skills
- Commitment to the Society
- Willingness to speak their mind
- Ability to think creatively
- Open and transparent approach
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Skills to analyse proposals and examine their financial consequences
- Willingness to be available to staff at short notice and on an ad-hoc basis