

ROLE DESCRIPTION AND PERSON SPECIFICATION FOR A TRUSTEE OF AvMA

Job Purpose:

To help AvMA towards its mission and share responsibility with other trustees for governance of AvMA, keeping within its charitable objectives

Main Tasks:

- 1 To take part in formulating and regularly reviewing the strategic aims of the organisation.
- 2 With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
- 3 With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

Main Duties:

- 1 Formulating strategic aims
 - Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups etc.
 - Reflect the organisation's vision and principles, strategy and major policies at all times.
 - Contribute specific skills, interests and contacts and support the organisation in fundraising activities.
- 2 Ensuring policies and practices are in keeping with aims
 - Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
 - Attend meetings of the trustees (held four times a year, in London).
 - Reflect the trustees' policies and concerns on all its committees, sub-committees, groups and in external meetings.
- 3 Ensuring best practice
 - Be an active member of the trustee body in exercising its responsibilities and functions.
 - Maintain good relations with other trustees and senior managerial staff.
 - Take part in training sessions provided for the benefit of the trustees.
 - Fulfil such other duties and assignments as may be required from time to time by the trustee body.

Person Specification

Essential experience, knowledge or skills

- An active interest in patient safety and justice for people affected by medical accidents.
- Ability to gain an understanding of issues, engage without acrimony in discussion/debate and to reach and respect collegiate decisions.
- Ability to attend at least three out of four meetings of trustees a year, and approximately three hours reading/meetings a month.

Desirable experiences, knowledge or skills

- Experience of financial management/investment.
- Personal or family experience of medical harm.
- Knowledge of complaints and Litigation in the health field.
- Knowledge of health policy/patients' rights.
- Experience of work on patient safety.
- Experience of volunteering or the voluntary sector.
- Experience of fundraising.

Exclusions

Charity law dictates that the following are not permitted to be a trustee

- Persons under the age of 18.
- Anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
- Anyone who is an undischarged bankrupt.
- Anyone who has previously been removed from trusteeship of a charity by the Court or Commissioners for misconduct or mismanagement.
- Anyone who is under a disqualification order under the Company Directors disqualification Act 1986.

Terms and Conditions

- The position of trustee is voluntary – no fees are paid. However,
- all authorised out of pocket expenses incurred in carrying out the duties of a trustee can be reclaimed from AvMA. (Travel etc is reimbursed at economy/standard class, or the cheapest fare available).
- Training is provided free of charge by AvMA.