

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
- Please read this role description alongside *Expectations and potential activities of AvMA trustees* as that document provides a more detailed account of how trustees contribute to the charity's work

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, etc.
- 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

4. Fulfil such other duties and assignments as may be required from time to time by the trustee body

PERSON SPECIFICATION

Essential experience, knowledge, expertise and commitment

- An active interest in patient safety and justice for people affected by medical accidents
- Experience of working with or at a senior level in organisations
- Ability to think strategically and develop a strategic approach to organisational change
- Ability to understand the complex and changing landscape of patient safety and justice, and to help formulate AvMA's role and position within it
- Ability to contribute to shared leadership of the charity, including offering constructive challenge in meetings, acknowledging alternative perspectives, contributing to collegiate decisions and upholding 'cabinet responsibility' for decisions
- Understanding of the role of trustee and/or non-executive director
- Ability to attend four council meetings a year, an annual strategy or board development day, and approximately three hours reading/meetings a month

Desirable experiences, knowledge or skills

- In 2017 we are seeking trustees who can offer specific experience, knowledge, and expertise in the following fields:
 - Fundraising
 - IT/healthcare informatics
 - Healthcare human resources/workforce issues
 - Professional and/or healthcare organisation regulation
 - Medical law
 - Patient / service user leadership

- We wish to ensure that we are in touch with developments in patient safety and justice in Scotland, so we are looking for at least one new trustee with strong links there
- AvMA takes equality and diversity very seriously and is particularly interested in hearing from suitable candidates from the black and minority ethnic communities
- In addition we are particularly interested in increasing the diversity of our council. We also very much welcome potential trustees with personal or family experience of medical harm.

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 remuneration is 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 for the trustee role is provided free of charge by AvMA
- Additionally, AvMA encourages trustees to attend its conferences, seminars and other training events. Attendance is free. Trustees are expected to cover their own travel and subsistence at these events, unless they are contributing to the event or have been specifically asked to attend in order to promote the charity.