Job Description for Trustees of the Royal Society of Medicine

**Job Title:** Trustee

**Overall Role:** To, with other Trustees, supply the most senior level of governance in the RSM

**Accountable to:** Council

**Responsible to:** President and Chief Executive of the RSM

**Key Responsibilities:**

1. To be an advocate for the Society in the external world.

2. To work in partnership with other Trustees, the Chief Executive and, where appropriate, members of the Executive team, to ensure that the Society has a clear vision, mission and strategic plan, and that these are regularly reviewed and supported by operational plans.

3. To review the external environment for changes that might affect the Society;

4. To agree procedures for measuring the performance of the RSM and ensure this measurement is regularly undertaken.

5. To ensure that the fundamental values and guiding principles of the Society are articulated and reflected throughout the Society.

6. To ensure that views of members of the Society on the performance of the Society are regularly gathered and considered by Council.

7. To appoint the Chief Executive, to set his/her terms and conditions and to hold the Chief Executive to account for the management and administration of the Society.

8. To ensure that there are mechanisms for members of the Society and staff to bring to the attention of the Trustees any activity that threatens the probity of the Society.

9. To ensure systems are in place and to ensure the Society complies with, all legal, regulatory and statutory requirements, and to maintain familiarity with the rules and Charters and By-Laws that govern the Society.

10. To ensure that the Society has satisfactory control systems and procedures for holding in trust assets and to ensure that appropriate professional advice is available.
11. To ensure that the major risks to which the Society is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.

12. Ensure systems are in place to exercise effective overall control of the Society’s financial affairs.

13. To ensure that the Society has an appropriate governance structure.

14. To review annually on Council’s performance and individual performance as a Trustee.

15. To ensure that Council has the skills required to govern the Society well, and has access to relevant external professional advice and expertise.

16. To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees.

17. To participate in individual and collective development and training of Trustees.

18. To abide by the code of conduct for Trustees.

January 2011
(reviewed January 2014)