

Member Trustee – Role Description

Term of Office	3 years (non-renewable)
Meetings	4 Trustee Board meetings per year: January, April, June and October plus AGM during STERIC normally held in September.
Why volunteer?	Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine. Volunteers are key to achieving IPEM’s charitable objective through its strategy.
Where does this role fit in?	<p>The Board of Trustees is the governing body of the Institute and the Trustees are collectively and separately responsible for ensuring that the Institute complies with its strategy, Articles of Association, charity law, company law and any other relevant legislation or regulations and that all its activities are in accordance with the objects of the Institute and other legislative requirements.</p> <p>The Directors of the Science, Technology, Engineering, Research and Innovation Council (STERIC) and Professional Standards Council (PSC) are also Trustees.</p>
Who can apply?	It is important to note that we are looking for a wide range of member Trustees to ensure a diverse group. The Member Trustees should represent the whole profession.
Examples of work	<p>Here are some <u>examples</u> of the type of work Trustees undertake. These are shared by all members of the Board and are supported by the CEO, Senior Management Team and Executive Assistant</p> <ul style="list-style-type: none"> • Ensure that the Institute uses its resources to pursue its objects: to promote for the public benefit the advancement of physics and engineering applied to medicine and biology and to advance public education in the field. • Ensure that the Institute complies with its governing document, charity law, company law and any other relevant legislation or regulations. • Give firm strategic direction to the Institute, setting overall policy, defining goals, and setting targets, and evaluating performance against agreed targets. • Safeguard the good name and values of the Institute and ensure effective and efficient administration and governance. • Ensure the financial stability of the Institute, protecting and managing property and assets, and ensuring proper investment of the charity’s funds. • Appoint the CEO and monitor his/her performance. • Declare any conflicts of interest prior to discussion of any relevant matter. • Use specific skills, knowledge, and experience to help the Board of Trustees reach sound decisions. • It is anticipated that approximately 20 days per year will be required, including meeting attendance and preparation. <p>As a Member Trustee:</p> <ul style="list-style-type: none"> • Take on one or more strategic portfolios aligned to the strategic objectives and annual business plan
Time	The estimated time commitment is around 10 days per year though this can vary.

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Commitment	
What you get out of it	<ul style="list-style-type: none"> • An opportunity to lead and shape IPEM as well as a trust to sustain it for future generations. • Learn more about the governance of a charity. • The chance to share knowledge and experience with other Trustees. • The chance to interact with other professionals on the Board
Support available	The Board of Trustees is supported by the CEO, Senior Management Team and Operations and Governance Officer.

Eligibility Requirements

Membership	We are looking for someone who is voting or non-voting IPEM Member of any grade and supported by two voting members (Fellows (FIPEM), Full Members (MIPEM) and Associate Members)
Experience	Knowledge of IPEM’s strategic direction and aims would be useful.
Skills and Attributes	<ul style="list-style-type: none"> • Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and directorship. • Commitment to the organisation and its objectives. • Commitment to member engagement, and to promoting equality, diversity, and inclusion. • Willingness to devote the necessary time and effort to fulfil their duties as a Trustee. • Have strategic vision. • Good, independent judgement and able to think creatively. • Willingness to speak their mind and able to work as a member of a team. • Willing and able to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. • Willing and eligible to take on the responsibilities of a Trustee and Director. <p>Training is provided regularly for the Trustees.</p>

All trustees should:

1. Ensure that the organisation complies with its governing document (the Articles of Association), Company law, and any other relevant legislation or regulations.
2. Ensure that the organisation pursues its objectives as defined in its Articles and Strategic Plan.
3. Have an active commitment to the mission of IPEM.
4. Ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
5. Contribute actively to the Trustees Board’s role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
6. Safeguard the good name and values of the organisation.

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7. Represent IPEM at functions and meetings as appropriate.
8. Declare, at the time, any conflict of interest that may arise while carrying out the duties of a trustee.
9. Be collectively responsible for the actions of the organisation and other trustees.
10. Ensure the effective and efficient administration of the organisation.
11. Abide by the Equality Policy.
12. 12. Abide by the expenses policy
13. Ensure the financial stability of the organisation.
14. Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
15. Make sure the organisation is properly insured against all reasonable liabilities.
16. In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they must help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.
17. Attend committee meetings and to read papers in advance of meetings.
18. Attend working group meetings as appropriate.
19. Participate in other tasks that arise from time to time, such as interviewing new staff, helping with events.
20. Keep informed about the activities of the organisation and wider issues which affect its work
21. Sign the Trustees' Code of Conduct.