BRITISH DERMATOLOGICAL NURSING GROUP

Director/Trustee Job Description

This is a responsible position for someone who has organisational, managerial and clinical skills working in a senior position in their clinical role in dermatology.

As a Director/Trustee, you will be in a position of trust and accountable for all actions taken by you on behalf of the charity.

Term of office
The minimum term of office is 2 years and the maximum is 5 years. After 2 years, Trustees can only remain in post with the mutual agreement of the Executive Committee. Six months notice of intention to retire is mandatory.

As a member of the Executive Committee, you will be expected to:

- Abide by the roles and duties of the Director/Trustee document
- Develop and forward the aims and objectives of the BDNG
- Attend regular Executive Committee meetings and other BDNG committee meetings as required
- Represent the BDNG at external meetings/groups
- Work collaboratively with the Executive Committee to promote the BDNG
- Liaise with CEO in respect of agenda items for all meetings
- Support the BDNG in developing external links with other organisations involved in skin care on a national and international basis
- Liaise with Management Accountant to ensure good financial governance of the BDNG
- Work closely with BDNG staff members
- Work with BDNG Committees to organise the Annual Conference
- Ensure all Committee members abide by their roles and responsibilities

It is estimated that the time commitment for this post is approximately 2 - 3 days per month.

Reasonable travel expenses will be reimbursed. Support for this position will be given by the Executive Committee.

Along with abiding by and complying with charity law, company law and other relevant legislation, trustees must exercise their power in strict accordance with the BDNG's governing document.

Directors/Trustees:

- Must act in the best interests of the charity at all times and to the benefit of present and future beneficiaries in accordance with the charity's governing document;
- Must act to protect the charity's resources
- Must ensure the solvency and effective running of the charity
- Must ensure that there are effective controls in place to monitor and regularly review the charity's finance and administrative systems;
- Must take responsibility for the appointment and ongoing management of the Operations Manager and must ensure that any duties delegated to such a paid officer do not impinge on those of the trustee board;
- Must agree the strategic direction of the charity;
- Must not personally profit from their position unless relevant permission has been gained from the Charity Commission or the charity's governing document gives express permission;
- Should familiarise themselves with the charity's governing document and operating procedures;
- Should seek guidance from the Charity Commission when a charity is no longer able to carry out its objects in line with the governing document, with the view to resolving the situation
- Must ensure that proper minutes are kept recording the deliberations and decisions at meetings of the executive committee, the full committee and all sub group committees;
- Must maintain appropriate records relating to accounts and financial matters and ensure that they are audited/independently examined accordingly. This may include accounts being filed at both Companies House and the Charity Commission;
- Ensure that the charity is registered with the Charity Commission and Companies House and comply with any appropriate continuing obligations;
- Must comply with any other legal or regulatory requirements relevant to the charity activities such as
    - Money laundering and proceeds of crime regulations
    - Data protection

Director's Duties

Under Part 10 of the Companies Act 2006, there are specific legal duties placed upon company directors. There are additional duties to fulfil:

- Duty to act within powers;
- Duty to promote the success of the company;
- Duty to exercise independent judgement;
- Duty to exercise reasonable care, skill and diligence;
- Duty to avoid conflicts of interests;
- Duty not to accept benefits from third parties;
- Duty to declare interest in proposed transactions or agreement.

Trustee liability

Trustees are individually and jointly liable for any consequences arising out of a breach of trust. Trustees must make decisions collectively, with a majority of three Trustees being in agreement with all decisions. If this majority is not achieved, the decision must be taken to the full Committee.

It is therefore important that Trustees primarily act in line with their governing document, the legal and regulatory framework and seek professional guidance on those issues that are beyond the reasonable knowledge and competence of the board.