

Trustee – Board of Management

Role description

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location: Napier House, 24 High Holborn, London, WC1V 6AZ

Time commitment: A minimum of four Board meetings per year.

1. Constitution

The Intensive Care National Audit and Research Centre (ICNARC) is a company limited by guarantee (Company No. 2946727) and a registered charity in England and Wales (Charity No: 1039417) governed by its Memorandum and Articles of Association.

2. Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For ICNARC the charity trustees are the board of directors of the organisation known as the Board of Management.

3. Duties of a Board of Management member

The duties of a Board of Management member are to:

- ensure that ICNARC complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that ICNARC pursues its objects as defined in its governing document
- ensure ICNARC applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees' role in giving firm strategic direction to ICNARC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of ICNARC
- ensure the financial stability of ICNARC
- protect and manage the property of ICNARC and to ensure that proper investment of ICNARC 's funds
- appoint and support the Managing Director and Director of Scientific and Strategic Development and monitor his/her performance

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of management reach sound

decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

4. Minimum time commitment

Trustees are expected to attend an induction session at ICNARC prior to their first board meeting.

It is expected that trustees will make time to support the executive team with advice and guidance in areas of expertise and participate on board sub-groups where appropriate

Trustees are expected to attend all board meetings. Board meetings are held four times a year during normal office hours. There is also a strategic planning day which will require attendance for a full day.

5. Length of service for trustees

Trustees of ICNARC can serve for three years. A trustee who has reached the end of their set term can be re-appointed for another term.

Person specification

The Board of Management are jointly and severally responsible for the overall governance and strategic direction of ICNARC, its financial health, the probity of its activities and developing ICNARC's mission and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of ICNARC.

1. Each trustee must have:

- Passion and commitment to the mission of ICNARC, its strategic objectives and cause
- A willingness to devote the necessary time and effort
- Integrity, impartiality, fairness and the ability to respect confidences
- Prepared to make challenging recommendations and willing to speak their mind
- A commitment to promoting equality and diversity
- An ability to think creatively
- Strategic vision
- Willingness to act as final stage adjudicator for disciplinary and grievance procedures, if required
- An ability to work effectively as a member of a team

Experience:

- Experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making

Knowledge and skills:

- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of ICNARC
- An understanding of the respective roles of the Chair, Trustees and Executive team

An effective trustee board needs to include, a range of skills, attributes, professional and personal experience to enable it to work towards achieving the aims and objectives of the charity.

2. The board collectively needs skills and experience in:

- Political
 - Experience of, and extensive links with, relevant national and regional governing and statutory bodies to monitor changes in the political environment
 - Extensive links with relevant commissioners, influencers and funders, promoting the value of national clinical audit and research to inform decision-making about health policy and the role ICNARC can play in this

- Understanding public policy and public affairs
- Clinical
 - Insight into the information needs of clinicians delivering patient care
 - Knowledge/experience of the critical care environment and the potential barriers faced in collecting data for audit and research
 - Knowledge/experience of the role of provider managers in the NHS
- Clinical audit/research
 - involvement in the strategic development of a large national clinical audit
 - Experience of the clinical research environment in the UK, including expertise in research methodology; and knowledge of regulatory and governance changes
- Business
 - Experience of dealing with the issues and challenges facing a complex organisation
 - Financial management and income generation
 - Experience of running a service to a group of customers/stakeholders and the strategic development of this over time.
 - Human resource management
 - Collaborative partnerships
- Patient
 - Experience of the personal difficulties faced as a survivor of critical care, or as a carer of a critically ill family member/friend.
- Digital and Communication
 - Expertise in conveying complex information appropriately to a range of audiences.
 - Experience of employing a range of effective strategies to raise public awareness of the value of national clinical audit and research to inform decision-making about health policy.
 - Expertise in information management systems
 - Digital strategy