



**Bath Institute for  
Rheumatic Diseases**

## **Trustee role description**

Our trustees play a vital role in making sure that Bath Institute for Rheumatic Diseases (BIRD) achieves its core purpose. They oversee the overall management and administration of this successful small charity. They also ensure that BIRD has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable BIRD to grow and thrive, and through this, achieve our mission of **keeping Bath on the international map for rheumatology research through supporting arthritis research, education and patient engagement.**

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

### **Duties:**

- Support and provide advice on BIRD's purpose, vision, goals and activities.
- Approve operational strategies and policies, financial plans and budgets and monitor and evaluate their implementation.
- Ensure the effective and efficient administration of the organisation. Provide support and challenge to BIRD's Executive Director in the exercise of their delegated authority and affairs.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Keep abreast of changes in rheumatology, research, education, patient experience, civic presence and/or fundraising
- Attend four Board meetings a year, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect BIRD's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of BIRD's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

### ***What we are looking for***

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

A keen interest in helping patients and researchers is welcomed, and especially from those who have a rheumatic condition themselves.

You do not need previous governance experience – we will provide a full induction and training.

Knowledge of patient engagement, the healthcare sector or fundraising would be a bonus.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are appointed for a 3 year term of office, renewal for a further term to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

#### **Time commitment**

- Attending 4 Board meetings annually. Currently meetings are held remotely by zoom and last 90 minutes
- (Optional) Attending an annual strategy day and/or patient information events

#### **Committee membership**

- Potentially joining either the Finance committee or the Education & Engagement committee which meets quarterly by zoom for a 90 minute update and review of the charity's patient engagement, education programme and fundraising work