

Member Trustee – Role Description

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| Term of Office | 3 years (non-renewable) |
| Meetings | 4 Trustee Board meetings per year: January, April, June and October plus AGM normally held in September. Meetings are usually 3 hours long, held during the working day (usually 10am – 1pm). You may be involved in other activities between meetings. |
| 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. Without Trustees, IPEM would not be able to carry out its charitable aims and business activities. Being well governed is crucial to ensure IPEM’s long term future. |
| 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 Board of Trustees are made up of the President, Past President or President Elect depending on the year, Independent Trustees (Honorary Secretary and Honorary Treasurer) plus an Interim Chair of the Board. Directors of the Science, Technology, Engineering, Research and Innovation Council (STERIC) and Professional Standards Council (PSC) are also Trustees. There are also other Member Trustees who stagger their terms, meaning there is always a continuation of IPEM Member representation on the Board.</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. IPEM covers a wide number of careers, in healthcare, academia or in industry and we encourage representation from all areas. |
| Examples of work | <ul style="list-style-type: none"> • Here are some examples of the type of work Trustees undertake. 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. • As Ambassadors for IPEM, Trustees act as leaders and promoters of |

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| | <p>the profession and may also be asked to attend events and conferences to represent IPEM.</p> <ul style="list-style-type: none"> • 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 their 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. <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 Commitment | The estimated time commitment is around 10 days per year though this can vary. |
| What you get out of it | <p>Serving as a Trustee allows you to:</p> <ul style="list-style-type: none"> • Lead the Profession: Play a pivotal role in guiding IPEM’s strategic direction and ensuring it meets its objectives. • Use Your Expertise: Apply your professional skills in governance, strategic planning and more to make impactful decisions. • Develop Skills: Develop leadership skills, expand your professional network, and gain a deeper understanding of the challenges and opportunities within the field |
| Support available | The Board of Trustees is supported by the CEO, Senior Management Team and Operations and Governance Manager. |

Eligibility Requirements

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| 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 though you will be given a full induction with the CEO to get you up to speed. Previous Trustee or IPEM Volunteer role experience is desirable. We offer Trustee training to all new Trustees to equip you on your legal responsibilities. |

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| <p>Skills and Attributes</p> | <ul style="list-style-type: none"> • High level of understanding and interest in the issues IPEM seeks to address as a Chartered professional body and registered charity. • Dedication to the Institution, its stated objects and values • Ability to work effectively as a member of a team, whilst exercising independent judgement and creativity. • Dedication to the general advancement of medical physics and clinical engineering, and related disciplines and their applications • Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and directorship. • Commitment to member engagement, and to promoting equality, diversity, and inclusion. • 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> |
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Annex One – Trustee – Scope of Trustee Role

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.
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.

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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. 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.