

Faculty of Pharmaceutical Medicine - Elections 2010

Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets
- Ensure that the charity is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- Consider obtaining external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties

Information about the role of Board Member

- To undertake the legal duties and obligations of a trustee of the Faculty of Pharmaceutical Medicine
- To contribute to setting the strategy for the Faculty
 - To attend meetings and to contribute to the work of the Faculty Board (min. x 4 meetings each year)
 - To attend and to contribute to the work of other Faculty committees and working groups as agreed
 - To represent the Faculty at external meetings and events as agreed
 - To participate in communications by email / telephone in between meetings as required
 - To act in compliance with the Faculty's Policies and Regulations including the Trustee Code of Conduct
 - To act in compliance with the Faculty's Equal Opportunities Policy

All trustee roles are non-remunerated but the Faculty will reimburse travel and subsistence costs arising from reasonable attendance at Faculty events under the terms of the Faculty's Expense Claim Policy.