



Faculty of Pharmaceutical Medicine

*Advancing the science and practice of
pharmaceutical medicine for the
benefit of the public*

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THE ROLE OF VICE-PRESIDENT OF THE FACULTY OF PHARMACEUTICAL MEDICINE - ELECTIONS 2021

- To undertake the legal duties and obligations as a trustee of the Faculty of Pharmaceutical Medicine
- To contribute to setting the strategy for the Faculty
- To work with the President in ensuring a viable and progressive Faculty
- To deputise for the President at both internal and external events as required
- To assist the President in Faculty business
- Attend, chair meetings and contribute to the work of FPM's Board (4 meetings each year)
- Attend meetings and contribute to the work of the Executive Committee (6 meetings each year)
- Lead working groups as required
- Act as a spokesperson for the FPM
- Attend and to contribute to the work of other FPM committees and working groups when required
- Participate in communications by videoconference/email/telephone in between meetings
- Act in compliance with the FPM's Governing Documents and Regulations including the Trustee Code of Conduct
- Act in compliance with the FPM's Policies including its Equal Opportunities Policy
- Act in compliance with FPM's values (Professional, Innovative, Caring, Collaborative, Credible and Learned)

The office of Vice-President is non-remunerated but FPM will reimburse reasonable travel and subsistence costs events under the terms of the FPM's Expense Claim Policy.

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.