



Faculty of Pharmaceutical Medicine

of the Royal Colleges of Physicians of the United Kingdom

5-11 Theobalds Road
London, WC1X 8SH
+44 (0)20 3696 9040
fpm@fpm.org.uk
www.fpm.org.uk

ROLE DESCRIPTION

TRUSTEE

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for people specialising in pharmaceutical medicine who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

The Board

FPM's Board of Trustees seeks to work within the parameters of the Governance as Leadership model which provides a framework for an effective way of working between Trustees and staff. The model outlines three modes of governance which underpins the Board's work:

Fiduciary

The Board's role is the stewardship of FPM's assets, and its principal function is to guard these assets. It oversees operations and ensures efficient and appropriate use of resources, legal compliance, and fiscal accountability.

Strategic

The Board's role is to ensure an effective strategy for the organisation, and its principal function is to be a strategic partner to senior staff. Its core work includes setting priorities, reviewing, and modifying strategic plans, and monitoring performance against plans.

Generative

The Board's role is to be a source of leadership and vision for the organisation, exploring long-term scenarios; identifying potential trends; perceiving and framing problems and opportunities and identifying solutions; and encouraging robust discourse rather than quick consensus.

Operational delivery of strategy is managed by the FPM staff team, led by the Chief Executive Officer.



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The role

FPM's Trustees play a critical role in the success of the organisation. The Board has significant legal and ethical responsibilities and experienced and knowledgeable Trustees help the organisation maintain credibility, provide important access to the membership, and serve as effective advocates for FPM and the profession of pharmaceutical medicine.

Trustees have a collective duty to do what's best for FPM, provide strategic leadership in line with the organisation's mission, vision and values, to ensure the organisation's solvency and to proactively set performance expectations for the business as a whole. They are expected to manage resources effectively, to take collective responsibility for decision-making, and to discharge their duties honestly and in good faith.

Key responsibilities include:

- To attend meetings of the Board of Trustees and contribute to the Board's work including:
 - Being cognisant of the needs, interests and expectations of FPM's membership and ensuring the member voice is reflected in Board deliberations, whilst also ensuring that FPM's best interests are maintained and protected at all times.
 - Determining FPM's Vision, Mission and Values, agreeing the value proposition, working with the Chief Executive Officer to ensure these are promulgated across the organisation, and setting and monitoring organisational tone and culture.
 - Reviewing and evaluating present and future opportunities, threats, and risks in the external environment, identifying FPM's current and future strengths, weaknesses and risks, and developing an appropriate strategic plan in response thereto.
 - Working with the Chief Executive and senior leadership team to agree operational plans and policies which deliver upon the Strategic Plan, and ensure the organisational structure, capability and resources are effective, efficient and appropriate to facilitate implementation.
 - Ensuring the solvency of the organisation, including safeguarding assets, ensuring the effective and efficient use of resources and monitoring the multi-year budget cycle.
 - Protecting and promoting the interests of FPM by ensuring the organisation is stewarded by confident, competent, and capable Trustees, including (but not limited to) by use of such means as a Board skills matrix, regular skills audit and annual assessment of performance.
 - Defining, and where necessary periodically reviewing, recruitment criteria for new Trustee appointments and ensuring a pipeline and process are in place for identifying and nurturing potential Board talent.



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- Ensuring that appropriate policies, practices and reporting processes are maintained and monitored which ensure compliance with charity and company law and regulation including, where required, the recruitment of expert external advice.
 - Approving and monitoring the annual operating budget, including agreeing any variation from budgetary targets and agreeing any off-budget expenditure, in line with the organisation's financial regulations.
 - Ensuring financial probity, including through the regular review of financial and accounting statements and reports, and ensuring retention of financial documents as required by legislation and informed by best practice.
 - Setting, monitoring and reviewing the organisation's appetite for risk, including ensuring that discussions on risk appetite are a standard part of Board decision-making.
 - Ensuring that systems and processes are in place for identifying, analysing and monitoring risks, and that all material strategic and operational risks, their likelihood and impact, are recorded in the risk register and subject to regular review.
 - Identifying, appointing, motivating and supporting the Chief Executive Officer in leading the day-to-day executive functions and for delivery against the strategic and operational plans.
- To uphold FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and Learning, and encourage FPM members to uphold the values of good patient and public engagement practices.

The role holder may be required to participate in virtual or in person meetings with staff, volunteers or others between Board meetings as required.

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including (but not limited to) its Conflict of Interests, Sexual Harassment, Fraud and Whistleblowing, and Equal Opportunities Policies
- To act in compliance with FPM's values

Commitment

Trustees serve a three-year term of office which may be renewed for a further three-year term, subject to performance review. A Trustee who does not intend to serve as an Officer may serve a maximum of two consecutive three-years terms (six years in total).



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A Trustee who intends to serve as an Officer may serve either:

- a) one three-year term as a Trustee followed by up to two three-year terms as an Officer;
or
- b) two three-year terms as a Trustee followed by one three-year term as an Officer.

The total period of Board service shall not exceed nine years.

The postholder will be expected to plan for the following minimum time commitment:

- Board of Trustees – 5 meetings per year
- and other meetings and FPM events as required.



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PERSON SPECIFICATION

TRUSTEE

All Trustees

Professional and personal

- Be a current or recent member of another board within a comparable professional environment, and/or have chaired or been a member of one of FPM's Committees or Expert Groups.
- Possess strong leadership and strategic thinking skills, and an understanding of the relationship between strategic development and operational delivery.
- Be committed to the development and promotion of the specialty of pharmaceutical medicine.
- Be able to contribute to the work of the Board with impact and gravitas.
- **Be able to demonstrate a familiarity with FPM's current strategy.**
- Possess strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Possess strong interpersonal skills and the ability to work constructively with a mixed team of volunteers, staff, subject matter experts and others.
- Be willing to devote the time and effort required to fulfil the requirements of the role, including attending regular face to face meetings.
- Be committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and Learning.

Additional requirements for Clinician Trustee

- Be a senior leader with extensive clinical and/or professional experience.
- Be able to bring an informed, independent perspective to the work of FPM and its Board.

June 2026