

# Trustee Job Description

## Domain Chair

### Introduction

EACTS is a UK registered charity and is also a [Company Limited by Guarantee](#). The Board of Trustees, also known as the 'Council', is comprised of 15 members who are also Directors of the 'Company'. Council members must comply with a number of charity and company relevant laws, regulations and guidelines. The first part of this 'Job Description' details the general terms of trusteeship and commitment expected of all Council members. The second part of this Job Description outlines the specific duties and expectations of specific, named trustee roles.

EACTS will support each trustee in their duty and will provide regular information and training opportunities to ensure that trustees remain up to date on their governance duties. However, it remains the lawful responsibility of each trustee to ensure that they are aware of and fully comply with relevant legal and best practice requirements\*.

### Information relevant to all Trustees

#### Board of Trustees

The role of the Board of Trustees is to receive assets on behalf of the charity (donations, income, membership subscriptions etc), safeguard them and apply them for the charitable purposes of the Association. The Board of Trustees must always act in the best interests of EACTS, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility. The Board of Trustees must act as a group and not as individuals.

#### The Executive Committee

The Executive Committee of the Board of Trustees is made up of the following named trustees;

- The President
- The Secretary General
- The Treasurer
- The Editor in Chief
- The Vice President

The Executive Committee may from time to time and when expedient, meet in order to fulfil their delegated authority from the Board of Trustees for particular, usually operational, matters and decisions. The Secretary General chairs these meetings.

## **Trustee Eligibility**

There are strict rules on who is eligible to be a trustee of a UK registered charity. For example, people with certain unspent convictions, have a bankruptcy order or have been disqualified as a company director, cannot become trustees. Each Council member must make a 'declaration of eligibility', confirming their understanding of these rules and their eligibility to serve.

## **General Trustee Duties**

### *Strategy & Governance*

To ensure that EACTS complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation, regulations, and best practice guidelines.

To ensure that EACTS pursues its objects as defined in its governing document.

To contribute actively to the Board of Trustees' role in providing strategic direction to EACTS, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.

### *Finance & Other Assets*

To ensure that EACTS applies its resources exclusively in pursuance of its objects, i.e., it must not spend money on activities which are not included in the objects, however worthwhile they may be.

To ensure the financial stability of EACTS.

To protect and manage the property, assets and funds of EACTS and to ensure the proper investment of EACTS's funds.

### *Personnel and Support*

To support the Secretary General in the execution of his/her duties.

To support the appointment and management of the Chief Executive and other key staff and support in the monitoring of their performance.

### *Risk & Reputation*

To safeguard the good name and values of EACTS.

To manage risks with a considered, proportionate, and balanced approach.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have, to help the Board of Trustees reach sound decisions. This may

involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or addressing other issues in which the trustee has special expertise.

## **Confidentiality**

All information provided to trustees and discussions both within Council meetings and 'out of committee', are strictly confidential. It is an essential requirement of the professional operation of the Council and the principle of 'collective' decision making and responsibility, that Council communications are kept confidential. The communication beyond Council, of any trustee decisions or discussion must be approved by the Board. It should also be assumed that all Executive Committee and trustee-trustee discussions are confidential unless otherwise made explicit by all parties.

## **Trustee Appraisal**

Each trustee, except the President, will be appraised annually to assess their performance in fulfilling their duties and their wider contribution to the pursuit of EACTS's charitable objects and organisational plans.

The Secretary General will be appraised by the Executive Committee, led by the President. All other trustees will be appraised by the Secretary General and a member of the Executive Committee.

## **Trustee Person Specification**

Each trustee must:

- Be committed to the charitable objects of the Association.
- Have sufficient time and willingness to contribute effectively to board proceedings, attending at least five meetings per year and contributing between meetings as necessary.
- Have an understanding of strategy development and management.
- Be able to work effectively as a member of a team.
- Be willing to speak up when necessary, whilst remaining independent of any influence from another organisation or individual.
- Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity (regular training and information provided).
- Be able to make quick and sound decisions based on an analysis of information presented to them.
- Help to manage risks with a balanced and informed approach.
- Be able to communicate proficiently in English (spoken and written).

## Information Relevant to the Domain Chair

### Domain Chair Trustees

Four trustees are appointed to the Board to reflect the importance of their role as the Chair of one of the four 'Domains', the principal areas of clinical activity and focus of EACTS members. These Domains are:

- Acquired Cardiac Disease
- Congenital Heart Disease
- Thoracic Disease
- Vascular Disease

On appointment, each Domain Chair is responsible for working towards the fulfilment of the Terms of Reference of their Domain.

In addition to their general responsibilities as a trustee, duties specific to the Domain Chair role include:

- With the Secretary General, to provide and support the vision for the educational, quality improvement and publications activities of the Domain.
- Coordinate the work with Domain members and task forces.
- Report to Council progress and vision for the Domain through regular attendance and timely provision of written reports.
- Collaborate with other Domain Chairs and members for integrated approaches to EACTS activities.
- Participate in programme committees for the Annual Meeting and educational meetings for Academy activities.
- Promote quality improvement initiatives and fellowships within the Domain.
- Collaborate with the Treasurer, Education Committee and the Executive team for the planning and budgeting of annual activity.
- Promote quality assurance of educational activities.

### Term of Office

The Domain Chair is appointed for a three-year term. This term may, in exceptional circumstances, be extended by Council if circumstances do demand.

\* **THE UK CHARITY COMMISSION PROVIDES UP TO DATE INFORMATION ON THE DUTIES OF TRUSTEES** - <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>