

Role Descriptor:

Trustee

Primary Responsibilities

A trustee is a member of the Board of Trustees, which is the governing body of the Royal Society of Chemistry.

Trustees are responsible and collectively liable for the government and control of the Royal Society of Chemistry and its property and affairs¹. They provide appropriate oversight, governance and leadership to the Royal Society of Chemistry in pursuit of its object and must always act in its best interests.

Trustees actively participate in decision-

- contribute to constructive debate regarding the strategic development of the Royal Society of Chemistry and any significant issues it faces;
- safeguard the good name and promote the reputation of the Royal Society of Chemistry;
- build and maintain relations with members and stakeholder groups in order to progress the effective operation of the Royal Society of Chemistry's activities;
- ensure that actions approved by the Board of Trustees are implemented effectively, where appropriate, by the Chief Executive and the Leadership Team;
- establish effective communication with staff, members and other stakeholders;
- represent the Royal Society of Chemistry and advocate its achievements at functions, meetings and in the wider media, in line with agreed media position statements;
- set the tone for the Royal Society of Chemistry through leadership, behaviour and performance;
- ensure that the charity complies with its Royal Charter and By-laws, charity law and any other applicable legislation and regulations, where applicable;
- ensure the effective and efficient administration of the Royal Society of Chemistry and its resources;
- strive for good practice in governance;
- maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity;
- ensure that financial controls are robust;
- identify and assess risks and opportunities, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these;
- ensure that those working on behalf of the Royal Society of Chemistry, including third parties, abide by the standards which it sets and also by the relevant requirements of legislation;
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Time and commitment

Being a Royal Society of Chemistry Trustee requires significant time and commitment.

As a minimum, a trustee is expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Board of Trustees	4	July November February April	London x 3 Cambridge x 1	Span 2 days	Member

- take part in a time limited working group or advisory sub-groupings of trustees.

The tenure of a trustee is 4 years, starting from the close of the Annual General Meeting, which is normally in July each year.