Date: 2020
Duration of position: A maximum of 4 years

Overall purpose Trustee and Chair of Education, Public Engagement and Policy Committee (EPEP)

The purpose of the Chair is to lead the work of the EPEP Committee. The Chair sits on the Board (Council) as a full Trustee of The Physiological Society (‘The Society’) and a Director of The Society. The Chair is responsible for developing the direction of the Committee in line with the committee Terms of Reference, The Society’s policies and strategic direction agreed by the Council and The Society’s charitable objects. The Chair of EPEP is appointed at the Members Forum which is held during The Society’s Winter Celebratory event. The position runs for a period of four years; the Committee usually meets twice yearly, and the Council meets four times per year.

Working with the relevant staff member from the Senior Management Team the EPEP Committee is responsible for ensuring the successful delivery of the Engagement strand of the strategy - to Engage for success, improving our two-way commitment and communication to increase recognition of the importance of physiology. The goal of the Engagement strand of the strategy is to increase awareness of physiology in order to strengthen the pipeline of physiologists across the discipline.

Committee chairs are responsible for facilitating committee meetings and reporting the committee’s findings to the Board. A willingness and ability to devote the necessary time commitment, both to Committee and Council business and to respond to tight deadlines where necessary is a key requirement of this role.

Specific duties and responsibilities

Chair of EPEP role

The Chair will:

- be responsible for the leadership of the Committee; ensuring that the necessary business of the Committee is carried out effectively in pursuit of The Society’s Vision, Mission and strategic aims;
- work with the Head of Professional Development and Engagement (HPDE), and the Head of Policy and Communications (HPC) to ensure that each committee meeting is planned effectively and conducted in accordance with its own Terms of Reference, that set out the remit of the committee and that matters are dealt with in an orderly and efficient manner;
- ensure that all members are clear on the business to be transacted, make the most of all his/her committee members, utilising the relevant skills and expertise of members as appropriate, and guide towards clear decision making and action;
- build strong relationships within the team, actively listen and engage effectively;
- demonstrate tact and diplomacy building consensus and ensuring collective responsibility;
- work with the HPDE and HPC to report and update the Council on activities and progress against agreed objectives;
- review minutes prepared by staff before circulation.
Trustee role

Trustees of The Physiological Society are elected by the membership to act as their representatives and to oversee the strategic management and governance of the organisation on their behalf. The administration and management are delegated to the Chief Executive who provides leadership to the charity and acts within the strategic policy and delegated authority framework laid down by the Board of Trustees. However, Trustees are collectively responsible for:

- setting and overseeing the strategic direction of The Society in furtherance of its Charitable objects, Vision and Mission;
- ensuring the outputs of The Society are pertinent to the pursuit of its charitable purposes and for the public benefit;
- establishing and conducting good Governance to ensure compliance with the Articles of Association, Charity and Company Law;
- managing The Society’s resources responsibly and ensure the financial stability and sustainability of The Society;
- ensure due diligence and prudence in decision making to ensure actions are taken in the best interest of the charity.
- adherence to the Trustee Code of Conduct
- acting as an ambassador for The Society and as a figurehead for Education, Public Engagement and Policy events and activities
- In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience they have to help the board of trustees reach sound decisions.

Skills, knowledge and experience

- provide inspirational leadership to drive forward the Engagement implementation plans and associated activities
- understand of the diverse physiological interests of the membership and provide strategic input into the development of programmes and activities;
- excellent facilitation Skills
- strong organisational skills and proficiency at chairing meetings including excellent time management and the ability to encourage equal contribution;
- strong interpersonal and communication skills including being an active listener with the ability to summarise discussions concisely;

Personal qualities

- an ability to act with impartiality, tact and diplomacy while being decisive;
- ability to give considered, objective opinions and a willingness to constructively challenge where necessary;
- ability to think creatively and strategically;
- willingness to act in the best interest of The Society and ability to separate their role as the Chair of Meetings Committee, and duties as a Trustee where necessary;
- ability to work effectively as a member of a team and foster a collaborative environment.