Job Description
For Early Career Elected Trustee

Date 2020
Duration of position A maximum of 4 years

Role description – Early Career Trustee

The Physiological Society defines ‘Early Career’ to be Postgraduate and Post-doctoral physiologists within eight years of award of PhD, provided they do not hold a tenured post in academia. However, allowances are made for career breaks.

The Early Career Elected Trustee 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 and the Council meets four times per year.

Trustees of The Physiological Society (‘The Society’) are elected by the membership to act as their representatives 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.

Trustee duties

Trustees are collectively responsible for:

- setting and overseeing the strategic direction of The Society in furtherance of its Charitable objectives, 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;
- ensuring The Society’s resources are managed responsibly and ensure the financial stability and sustainability of The Society;
- ensuring due diligence and prudence in decision making to ensure actions are taken in the best interest of the charity.
- acting as an Ambassador for The Society
- adherence the Trustee Code of Conduct

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.

Personal qualities

- understanding of the legal duties of a Trustee;
- an ability to act with impartiality, tact and diplomacy;
- ability to give considered, objective opinions and a willingness constructively challenge where necessary;
- willingness to act in the overall best interest of The Society, without conflict of interest and conflict of loyalty.
- ability to think creatively and strategically;
- a willingness and ability to devote the necessary time commitment, both to Committee and Council business and to respond to tight deadlines where necessary;
- ability to work effectively as a member of a team and foster a collaborative environment.

The Board collectively needs skills and experience in:

- Strategy – planning and frameworks
- Governance
- Finance and accounting
- Business acumen and commercial
- Knowledge of the sector
- Knowledge of the organisation’s operating environment
- Education Training & Teaching - Tertiary
- Facilitation
- Inclusivity and diversity
- Monitoring, evaluation and analytical skills
- Research
- Horizon scanning skills
- Data protection
- Legal
- Policy implementation
- Political, parliamentary and public sector
- Risk analysis