# Job description

# President-elect / President (Trustee)

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| Date | 2022 |
| Term of Office | 2 years as President-elect and 2 years as President |

## Overall purpose President and President-elect

The President of The Physiological Society holds the most senior position within the Society taking on a high-profile figurehead role. As Chair of the Board (Council) they are responsible for providing strategic leadership and direction and work with the Board of Trustees and the senior management team (SMT) to establish the objectives, long-term goals and policies in accordance with The Society's Articles of Association and other regulatory and legal guidelines.

The role of the President-elect is to join the Board of Trustees and support the work of the President until the end of the existing President's term of office. Biennially a new President-elect is appointed at the Member Forum which is held during The Society's Winter Celebratory event.

The President and President-elect act as an ambassador and the public face of The Society in partnership with the Chief Executive.

## Role Description – President

The President holds the position of Chair of the Board of Trustees (Council), the body with overall responsibility for the governance of The Society, providing leadership to ensure that Trustees fulfil their duties and responsibilities. The President works closely with the Chief Executive, offering support, and where appropriate challenge. Together, the President and Chief Executive ensure that the Board as a whole works in partnership with the senior management team (SMT).

The President-elect also sits on the following Governance committees: Nominations Committee and Remuneration Committee and is in attendance on Finance Committee. They can attend any of The Society's advisory committees. The President-elect may chair and/or serve on additional groups as required.

## Specific duties and responsibilities

**To provide leadership to the Board (Council) and to ensure that Trustees fulfil their duties and responsibilities for the proper governance of The Society.**

Guard the long-term future of The Society by ensuring that:

- The Board sets the Vision, Mission Strategy and high-level Board policies for The Society within the powers and restrictions in its charitable objects and governing instruments.
- The Board takes steps to monitor and evaluate the performance of The Society and to ensure that The Society satisfies all regulatory and legal compliance requirements including financial statutory filing.

- Major risks to which The Society is exposed are reviewed regularly and systems are established to mitigate these risks without The Society becoming totally risk-averse.
- Internal controls and systems (both financial and non-financial) are audited and reviewed regularly.
- The Board and The Society are fair, open and inclusive to all sections of the community in all The Society's activities.

**To ensure the highest possible standards of governance by ensuring that:**

- The Society has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects and that these structures and the governing instruments are reviewed regularly.
- The Board delegates appropriate authority while retaining responsibility and these delegations are clear and documented. For example, the Board has delegated day to day responsibility for the operational decisions and administration of The Society to the Chief Executive to manage for optimal performance.
- The Board has the skills it requires to successfully govern The Society and these skills are used, and that the Board has access to relevant external professional advice and expertise.
- All Trustees fulfil their duties and responsibilities and adhere to the Trustee Code of Conduct.
- Trustees act reasonably, and always act in the interests of The Society.
- To lead on the appointment of the Chief Executive, monitoring their performance regularly including their annual appraisal and performance management.

**To ensure the proper and efficient conduct of Board meetings by:**

- Providing leadership to the Board by ensuring that everyone remains focused on the delivery of the
- organisation's charitable objects to provide greater public benefit, concentrating on governance and strategy.
- Chairing Board meetings effectively, facilitating discussion and bringing impartiality and objectivity to decision-making.
- Encouraging all Trustees to participate and to feel free to challenge constructively both the President (Chair) and the Chief Executive.
- Through the Chief Executive, ensure that SMT provides the Board with high quality briefing papers that contain relevant, timely and accurate information in order to allow the Board to discharge its responsibilities. This should include alerting the Board to major risks, informing the Board of current and future key issues, including significant trends, and informing the Board about external changes which may impact on The Society.
- Ensuring that Board decisions are made in the best long-term interests of The Society and that the Board takes collective ownership of these decisions and these decisions are implemented.
- Working with the Chief Executive to ensure there is an annual programme of Board meetings, and where required other meetings such as the Member Forum, with carefully structured agendas.
- Ensuring that accurate minutes of meetings, including reasonable reflection of discussion, decisions and actions are recorded agreed and maintained.
- In partnership with the Chief Executive, to agree respective roles in representing The Society and acting as spokesperson.

## Skills, knowledge and experience

- Distinguished physiologist with a significant international network;
- Significant current or recent senior positions on scientific or educational bodies, either executive, non-executive or honorary;
- Demonstrative knowledge of Charity governance; including the key roles and responsibilities of Trustees and the distinctions between good governance and management;
- Understanding of the demands of the role of a Chair and the distinctions and parameters of individual authority;

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

- A strong and visible passion and commitment to The Society, its Vision and Mission, strategic objectives and activities;
- Strong interpersonal and communication skills including being an active listener with the ability to summarise discussions concisely;
- An ability to act with impartiality, tact and diplomacy to lead, guide and encourage discussion to reach consensus and agree collective decision making;
- Ability to give considered, objective opinions and a willingness to constructively challenge where necessary;
- Integrity and a commitment to ensuring all decision are taken in the best interest of the Society and void of any conflicts of interest;
- A willingness and ability to devote the necessary time commitment.

## Equity, Diversity and Inclusion (EDI) Statement

We are committed to actively promoting equity, diversity and inclusivity. To this end we would welcome approaches from individuals from underrepresented groups, including minoritised communities and applicants with a disability to better reflect the community we support and help broaden our perspectives.