

Chair of EDI Committee job description



Date	To take office at the 2026 Member Forum (26 November 2026)
Duration of position	A maximum of 4 years

Overall purpose: Trustee & Chair of EDI Committee

The purpose of the Chair is to lead the work of the EDI Committee. The Chair sits on the Board of Trustees (the Board) 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's Terms of Reference, the Society's policies and strategic direction as agreed by the Board, and the Society's charitable objects.

The Chair of the EDI Committee is appointed at the Member Forum (26 November 2026). The term of office is four years. Committee meetings are usually virtual and twice yearly, with other project focused meetings or email discussions as required. The Board meets four times per year (currently once in person and three times virtually, but always with a hybrid option).

Working with the CEO and other appropriate members of staff, the EDI Committee plays a central role in advancing the Society's EDI Roadmap and associated action plan advocating for EDI to be embedded across the Society's activities and strategic priorities. The aim of this work is to champion EDI, through inclusive practices, leading to a physiology community that is better connected and more engaged, with increased participation from those from under-represented backgrounds. This is in line with our strategic priority to grow a larger, more diverse community of members that reflects the full breadth of physiology.

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, to both Committee and Board business, and to respond to tight deadlines where necessary is a key requirement of this role.

Specific duties and responsibilities: Chair of EDI Committee

- to develop, implement and oversee the Society's EDI Roadmap and associated action plan, advocating for EDI work to be embedded within the wider strategic objectives of the Society;
- using the EDI Roadmap as a framework for discussion, taking into account priority areas identified by the Senior Management Team and brought to the Committee via the CEO, to focus on initiatives that promote access, representation, inclusion, and engagement within the physiological community;
- analyse and utilise data to assess priorities, identify gaps, and establish goals and metrics for tracking progress and outcomes, reporting key findings and recommendations to the Board;
- provide guidance on the requirement for upskilling/training of existing committee bodies and/or members on matters related to EDI such as training on reducing implicit bias;
- identify ways to align and collaborate with like-minded organisations on EDI strategy and initiatives;
- act as a key forum for communication and information sharing on best practice on EDI matters.

Skills, knowledge and experience:

- an active commitment to the Society's EDI Roadmap promoting EDI and Nolan Principles;
- provide strong and inspirational leadership to drive forward the EDI Roadmap implementation plans and associated activities;
- display excellent facilitation skills i.e. the ability to structure meetings for inclusivity, ensuring all voices – especially quieter ones – are heard and one or two people do not dominate;
- exhibit strong organisational skills and proficiency at chairing meetings including excellent time management and the ability to encourage equal contribution;
- possess strong interpersonal and communication skills including being an active listener with the ability to influence and summarise discussions concisely;
- desirable: demonstrated experience serving on boards or committees and understanding of governance processes.

Trustee job description

Overview

A Trustee is a member of the Board of Trustees, which is the governing body of the Physiological Society.

Trustees are collectively responsible for the Society's governance, finances, and strategy, ensuring it operates in pursuit of its charitable objectives and best interests. They provide appropriate oversight, leadership, and active participation in decision-making, shaping strategic aims in line with its governing documents and other regulatory requirements. Trustees must act with reasonable care, skill, and diligence, seeking professional advice when necessary. They are also responsible for statutory reporting and demonstrating appropriate accountability to members and the public.

Trustees work in partnership with the Chief Executive, who runs the Society's day-to-day administration and management. The Chief Executive provides leadership to the charity and acts within the strategic policy and delegated authority framework laid down by the Board of Trustees.

To find out more about being a Trustee take a look at the [Charity Commission guidance](#).

Specific duties and responsibilities:

All Trustees are expected to:

- set and oversee the strategic direction of the Society in furtherance of its Charitable objectives, Vision and Mission;
- ensure the outputs of the Society are pertinent to the pursuit of its charitable purposes and for the public benefit;
- establish and conduct good Governance to ensure compliance with the Articles of Association, Regulations, Charity and Company Law;
- ensure the Society's resources are managed responsibly to maintain the financial stability and sustainability of the Society;
- exercise due diligence and prudence in decision-making to uphold the charity's best interests;
- act as an ambassador for the Society, safeguarding its good name and values;
- stay abreast of changes in the Society's operating environment;
- contribute to regular reviews of the Society's own governance;
- attend Board meetings adequately prepared to contribute to discussions;

- use independent judgment, acting legally and in good faith to promote and protect the Society's interests, to the exclusion of their own personal and/or any third party interests;
- ensure that the Society promotes equity, diversity and inclusion for all its stakeholders;
- take appropriate professional advice in all matters where there may be a material risk to the charity or where trustees may be in breach of their duties;
- maintain the confidentiality of all sensitive / confidential information received in the course of a Trustee's responsibilities.

In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience to help the Board of Trustees reach sound decisions.

Personal qualities:

Trustees should possess a(n):

- very high level of credibility within the physiology community;
- 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 to separate any secondary role on the Board from their primary duties as a Trustee where necessary;
- ability to work effectively as a member of a team and foster a collaborative environment;
- sufficient time and commitment to fulfil the role, including permission from their institution.

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.