

Role description

Trustee and clinical vice president



Accountable to the membership of the association

Reporting to the RA president

Background

The trustee board is responsible for setting the strategic aims, objectives and direction of the charity and to oversee the operational delivery of the association through the chief executive officer. The legal responsibility for management remains with the trustees.

The role of trustee and clinical vice president (the role) of The Renal Association (RA) is to provide strategic leadership in line with the RA's policy and objectives. To use knowledge, skills and experience to ensure that the RA achieves its charitable objectives and to represent the interests of all stakeholders and to act as ambassador for the charity. The role is critical to the governance and operation of the RA. The post holder assures all trustees that the association's activities relating to clinical policy and development are delivering effectively to plan. To achieve this, they are supported by:

- All other trustees who bear equal responsibility (some with a financial background)
- The chief executive officer (CEO) for all aspects of management and delivery
- Dedicated members who chair and deliver on RA work
- Project management in specific agreed areas such as clinical guidelines.

Appointment process

- The role is open to any member of the RA in good standing
- The role is advertised to the membership seeking expressions of interest
- The role is elected following a ballot of the membership, the person gaining the majority of votes is appointed.

Term of office

The role is appointed for a term of office normally of three years (which may be extended by one additional year with the agreement of the majority of trustees).

Duties of the role

Committees

- Trustee of the association and regularly attends trustee board meetings
- Chairs the clinical affairs committee
- Chairs the KQuIP partnership board (with a MPT co-chair)

- Ex-officio member of all committees within the remit of the role
 - Member of the RA council and other committees as required including: UK Kidney Week® (UKKW®) programmes committee
 - RA representative on NHS England’s Clinical Reference Group
 - Member of the Royal College of Physicians (RCP) Joint Specialty Committee
 - Attends the Kidney Health Delivering Excellence Group

Delegated responsibilities

As trustee

- Subject to the Articles, the trustees are responsible for the management of the association’s business, for which purpose they may exercise all the powers of the association
- Safeguards and promotes the RA’s good name, reputation, objectives and values
- Responsible for directing and developing the RA’s strategic plan ensuring that its values are represented
- Supports, constructively challenges and motivates the CEO and other staff
- Evaluates performance against strategic aims
- Scrutinises board papers, leads discussions, focuses on key issues, provides advice and guidance on new initiatives
- Ensures effective governance and efficient administration of the RA and its financial stability and legal compliance within the Charity Commission’s regulatory guidelines
- Has oversight of remuneration and the compensation and benefits paid to all staff
- Oversees the financial health of the charity, ensuring that the RA has sound systems of internal control and risk management and reviewing the financial and commercial impact of any new or revised activity
- Approves strategic plans, budgets, reserves policy and position and authorisation limits and ensures that the association has the resources to achieve its aims
- Protects and oversees the portfolio of investments of the RA and ensures that it invests its funds with due diligence
- Represents the board at functions and events
- Networks internally/externally to the association, acting as a RA ambassador representing the values of the association and upholding its reputation to win support by informing on the RA’s activities and issues that affect the charity’s work.

As clinical vice president

- Responsible for the governance of the RA’s clinical development and support activities
- Agrees the terms of reference and membership of all voluntary committees ensuring they are up to date and reviewed as agreed

- Agrees with committee chairs the annual business plan including delivery targets and any budget or resources allocated ensuring this aligns with the strategic direction of the RA
- Supported by the CEO and staff, ensures the committees are delivering to the plan
- Supports the committee membership in their role with help from the governance and nominations committee as required
- Identifies risks (financial, reputational and delivery) and records them on the corporate risk register
- On behalf of the trustees, ensures the programme for UKKW® represents the needs of the renal community
- Supports the Kidney Quality Improvement Partnership programme in developing and delivering quality improvement initiatives within the renal community
- Prepares the clinical vice president report for each trustees face to face meeting
- Oversees the response to NHS Improvement on the annual tariff consultation and liaises with their Expert Working Group
- Oversees the response to ad hoc consultations on clinical issues.

Current RA committees constituted under the clinical affairs committee

- Clinical practice guidelines committee
- Clinical services committee
- SpR club
- Patient information committee
- Patient safety committee

External links

[Kidney Care UK – Patient Information/Strategic Alliance](#)

[Royal College of Physicians](#)

[British Renal Society – UKKW®, KQuIP, patient safety](#)

[NHS England – Clinical Reference Group](#)

[Gov.UK The Essential Trustee: what you need to know, what you need to do \(CC3\)](#)

[Charity Commission](#)