

Role Description

Trustee and Honorary Membership and Policy Secretaries

Background and Summary

These new UK Kidney Association (UKKA) Trustee posts (one medical and one MDT) have been introduced to support the multi professional nature of the new organisation. Whilst they both hold some responsibilities previously held by the single Honorary Secretary role, they also recognise a need for a greater level of membership support, leadership development and national policy influence in the new organisation.

Background

The UKKA Trustee Board is responsible for setting the strategic aims, objectives, and direction of the charity and for overseeing the operational delivery of the Association through the Chief Executive Officer (CEO). The legal responsibility for management remains with the trustees. The role of trustee and honorary membership and policy secretary (the role) of the UKKA is to provide strategic leadership in line with the UKKA's policy and objectives. They also use knowledge, skills and experience to ensure that the UKKA 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 UKKA. It assures all trustees that the Association's corporate, risk and clinical governance processes are in order. To achieve this, the post holder is supported by:

- All other trustees who bear equal responsibility
- The CEO for all aspects of management and delivery
- Staff preparing policies and information as well as ensuring compliance
- External solicitors with expertise in the charity sector
- External auditors who provide assurance to the organisation

Appointment process

- The role is open to any member of the UKKA in good standing
- The role is advertised to the membership seeking applications
- Applications are reviewed and appointments made in accordance with the UKKA's equality and diversity statement
- The appointment is ratified by the trustees

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

Specific Responsibilities of Honorary Membership and Policy Secretaries

- To act to grow and develop the UKKA's membership by acting as joint chairs of the quarterly Professional Council (and through this forum supporting the individual professional groups)
- Working with the new UKKA membership officer to understand the characteristics and needs of the current membership and opportunities for growth in this membership
- Working with the new UKKA membership officer and HR lead to develop leadership capability within UKKA
- Working with the membership officer to streamline nominations for awards and honours handled by the UKKA
- Supported by the CEO, to oversee the appointment of and development of all committee chairs and trustees
- Working with the past president to support corporate governance of the UKKA
- Supporting the UKKA secretariat in handling national policy consultations from organisations such as NICE, NHSE and international guidelines
- Representing the UKKA at policy meetings such as the Kidney Policy Forum and supporting other trustees
- Working with the UKKA communications officer to lead on communications by ensuring processes and resources are in place, websites are branded and developed to be fit for purpose
- Supporting the strategic communication plan
- UKKA enews and other channels to members are identified and maximised
- Acting as liaison between council, trustees, and members

Supported by the CEO and staff, assures the trustees that appropriate systems and processes are in place for:

- Risk management
- The Annual General Meeting (AGM) of the organisation, including chairing the meeting, gathering reports, issuing notices and reminders
- Nominations and appointments

Presents to the trustees for approval, plans developed by the CEO and Staff on:

- All appointments
- UKKA annual report

Committee Membership

- UKKA Professional Council (acting as joint chairs)
- Member of the Finance and Risk Committee
- Member of the Governance and Nominations Committee
- Attends quarterly trustee meeting and fortnightly operational leadership group meetings

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 UKKA's good name, reputation, objectives and values
- Responsible for directing and developing the UKKA'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 UKKA and its financial stability and legal compliance within the Charity Commission's regulatory guidelines
- Represents the Board at functions and events
- Networks internally/externally to the Association, acts as a UKKA ambassador representing the values of the Association and upholding its reputation to win support by informing on the UKKA's activities and issues that affect the charity's work

External links

Hartley Fowler- UKKA auditors

Blake Morgan- UKKA solicitors

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

Charity Commission