

**LAY TRUSTEE
APPLICATION
PACK
2019/20**

Dear Candidate,

Thank you for considering joining the British Society for Haematology (BSH) and helping to shape our future.

BSH is a charity and membership body for professionals working in the field of blood disorders, founded in 1960. Its charitable objectives are to advance the practice and study of haematology, and to facilitate contact between persons interested in haematology. The Society is led by a volunteer board which consists mainly of trustees elected by the membership. The Society has a small, dedicated staff team (10) at its offices in north London, led by the Chief Executive.

The Society has over 2,000 members, the vast majority of whom are consultant and trainee haematologists in the UK. In 2019 we introduced a new free Associate membership aimed at nurses, medical students, allied health professionals, and doctors and scientists at the start of their career. In time, this will increase and diversify the Society's membership across today's multi-disciplinary team.

The Society's main areas of activity are:

- Clinical guidelines across all aspects of the specialty
- Annual Scientific Meeting, which attracts 1400+ delegates
- E-learning educational work, which is mainly aimed at trainees, junior doctors and undergraduate
- British Journal of Haematology (BJH) and the new open access publication eJH;
- Grants and awards programme
- Small events programme

The Society recruited two lay trustees for the first time in April 2016. They brought new skills and energy to the Trustee Board and in April 2019, both were invited and agreed to serve a second three-year term. The Society's Articles permit it to have four lay trustees on the Trustee Board at any one time. In order to ensure a smooth handover when the current lay trustees leave in 2022 and a good skills mix on the Trustee Board, the Society is now looking to recruit two more lay trustees who will serve an initial three-year term from April 2020.

BSH is seeking candidates with expertise in one or more areas of governance and strategy; communications and public affairs; general finance management and business development; and experience of working with the UK healthcare system. It would be an extra bonus if they had prior experience of membership bodies.

Thank you for your interest and we look forward to receiving your application.

Yours faithfully

**Dr Anne Parker, Board Secretary and Chair,
Nominations, Governance and Awards
Committee**



Ms Katy Amberley, Chief Executive





Role Description

British Society for Haematology (BSH) is looking for two additional lay trustees to help us deliver on our ambitious plans.

The Trustee Board is strategic and ambassadorial with the day to day running of the organisation being handled by the CEO. The trustees are accountable to the President, who is Chair of the Trustee Board.

The key duties of the Board are to:

- ensure that BSH complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- ensure that BSH pursues its agreed mission;
- give clear strategic direction to the organisation, setting overall policy, defining goals and setting targets and monitoring and evaluating performance against agreed targets;
- safeguard the reputation and values of the organisation;
- ensure the financial stability, probity and sustainability of the organisation;
- appoint and monitor the performance of the Chief Executive; Represent BSH as appropriate.

In addition to the above statutory and regulatory duties, each trustee should use their specific skills, knowledge and experience to help the Trustee Board reach sound decisions.

Person Specification

It is essential that in your written application you give evidence of examples of verifiable experience in each of the selection criteria in Part One of the person specification. These responses will be developed and discussed with those candidates invited for interview, together with the other criteria listed in Part Two.

Part One

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and Chief Executive.
- Experience at board level in a substantial organisation in at least one of the private, public or not-for-profit sectors and ideally with practical experience across more than one of these sectors
- A proven ability to work effectively as a member of a team while contributing an independent perspective
- The ability to think strategically and challenge with good intent
- A commitment to BSH's charitable aims

We would be particularly interested in those who have skills/experience in any ONE of the following specialist skills:

- Governance and strategy
- Public Affairs
- Communications and/or marketing
- Commercial and business experience





Part Two

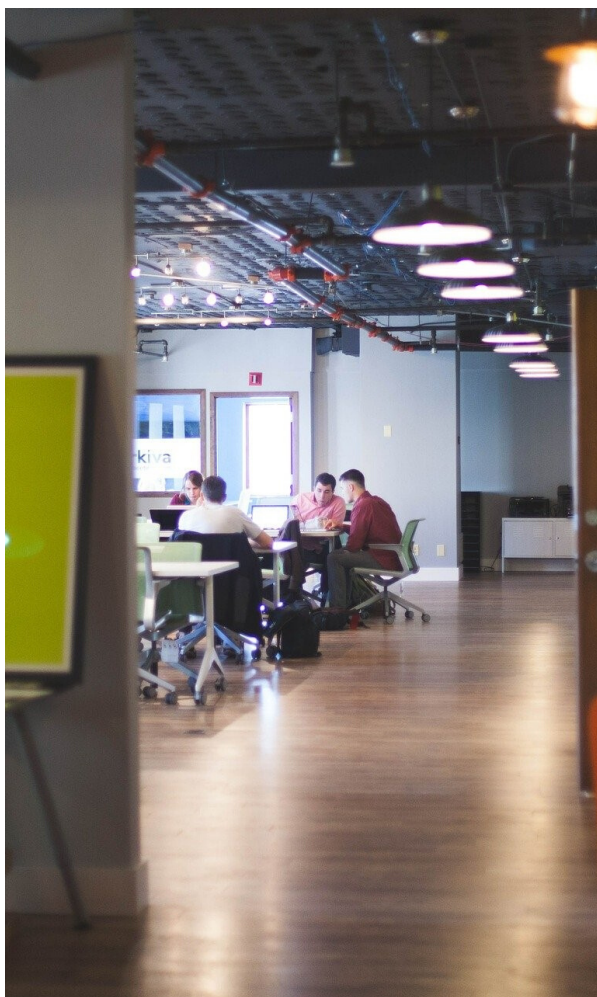
- An understanding of, and commitment to, the values of accountability, probity and openness;
- A proven track record of being able to process detail and get to the heart of an issue;
- The ability to ask probing questions in a constructive way;
- Ability to promote effective working relationships among elected and lay Board Members and with BSH management;
- Undisputed personal integrity and personal credibility;
- A willingness to devote the time and effort required to effectively discharge the duties of this role;
- Confident and effective in an ambassadorial and advocate role for the charity.



Time Commitment

- 3 Board meetings per annum at BSH London offices
- 1 Board retreat (overnight stay): location TBC
- 1 Annual Scientific Meeting (ASM): location varies, in 2020 it will be Birmingham, in 2021 it will be Liverpool.
- Lay trustees will also sit on one of the BSH 8 subcommittees or 5 Special Interest Groups (SIGs)
- The work commitment outside meetings would be a few hours a week.





Additional Information

Remuneration

This position is unremunerated, however, reasonable expenses will be covered.

Deadline:

16th February 2020: 23:59GMT

Important Dates

interviews in late march

Appointed candidates to attend ASM in Birmingham: 27-29 April 2020

If you have any questions

If you want to have an informal conversation about the role before making an application please contact Ros Hollinghurst on 0207 267 8369, 07568 137 714 or Ros.h@inclusiveboards.co.uk

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of BSH. If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- **Diversity monitoring form** - your data will be stored separately from your application and will at no time be connected to you or your application.

**Please send your CV and cover letter to: Ros Hollinghurst,
Ros.h@inclusiveboards.co.uk**