

**Trustee job description**  
**Adapted from NCVO model**

**Purpose of the Board of Trustees**

The PCDS Trustees are jointly and severally responsible for the overall governance and strategic direction of the organisation, as well as its financial health and the probity of its activities, and establishing the organisations' aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

**The statutory duties of a Trustee**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations, including providing public benefit.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, agreeing aims, objectives and programmes of work and ensuring these are met.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the resources of the charity and to ensure the proper investment of the charity's funds.
- To support the office holders in discharging their duties.
- To undertake recommended training to comply with the roles and responsibilities of the Board of Trustees.

**Other duties**

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This will include:

- Maintaining absolute confidentiality on all aspects of the Trustees' business pertaining to financial and governance business of PCDS and other matters as highlighted.
- Scrutinising board papers.
- Ensuring robust systems are in place for internal financial control and the protection of PCDS's funds and assets.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Taking appropriate professional advice in all matters where there may be a material risk to PCDS, or where the Trustees may be in breach of their duties.
- Other issues in which the Trustee has special expertise.

## Conduct and behaviour

Trustees are appointed in accordance with the PCDS articles of association. Trustees are expected to:

- Abide by the PCDS code of conduct and all relevant PCDS policies and procedures (including declaration of conflicts of interest).
- Provide advance notice and an explanation to the PCDS office (via [pcds@omniamed.com](mailto:pcds@omniamed.com)) if they are unable to attend a board meeting. The PCDS office will ensure the Chair is informed.
- Actively contribute to the activities of the Society including but not limited to educational resources, journal articles, position statements, conference planning and delivery.
- Actively promote the Society and the development of partnership working with affiliated organisations.

Trustees are expected to remain alert to, and aware of their duties and responsibilities.

## Trustee person specification

- Commitment to the organisation and be passionate to its cause.
- Willingness to devote the necessary time and effort, including attendance at meetings as required.
- Strategic vision.
- Good, independent judgement and a willingness to express opinions honestly and with integrity.
- Ability to think creatively.
- Contribute willingly as a team member.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## Specific requirements of a Member Trustee

- Qualified health professional (essential).
- Currently or recently (in the last 3 years) working in clinical practice in a substantive NHS, HSE or equivalent post working in the professional care of people with diabetes in a primary care setting (essential).
- Formal / company member of PCDS (essential).
- Have a good understanding of the current political context of health care, the role of primary care and the importance of clinical leadership (essential).
- Be an established and well-respected member of their respective profession (desirable).
- Preferably not in receipt of personal payments from the diabetes divisions of pharmaceutical companies (desirable).

**Reviewed by PCDS Trustees: September 2023**

**Date of next review: September 2025**

## Diabetes & Primary Care

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