

THE ROLE AND OUR REQUIREMENTS

ROLE PURPOSE

As a member of the Board of Trustees, you will provide strategic leadership and oversight for the Medical Research Foundation as it seeks to fulfil its charitable objects. You will ensure the Foundation operates in accordance with its governing document and meets its legal and regulatory requirements.

ABOUT US

Why the role is important to us

Our trustees are jointly and severally responsible for the overall governance and strategic direction of the Medical Research Foundation, its financial health, probity of its activities, and for setting and overseeing the delivery of the organisation's aims and objectives.

The Charity Commission's Guidance *'The essential trustee: what you need to know, what you need to do'* identifies the main duties of a trustee as to:

- Ensure the charity is carrying out its purposes for the public benefit.
- Comply with their charity's governing document and the law.
- Act in the charity's best interests.
- Manage the charity's resources responsibly.
- Act with reasonable care and skill.
- Ensure the charity is accountable.

In addition to being a registered charity, the Foundation is a company limited by guarantee and, as such, our trustees are also appointed as its company directors.

What you will do

As a trustee, you will:

- Ensure that the Medical Research Foundation pursues its stated charitable objects by developing and agreeing a long-term strategy.
- Ensure the Medical Research Foundation functions within all applicable legal and regulatory requirements and in line with its governing document, continually striving for best practice in governance.
- Maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the Medical Research Foundation.
- Promote and develop the Medical Research Foundation in order for it to grow and maintain its public benefit and recognise the situation when it may be more appropriate to wind the charity up where there is no longer a need to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Take appropriate professional advice in all matters where there may be a material risk to the Medical Research Foundation, or where the trustees may be in breach of their duties.
- Hold the Chief Executive to account for the effective and efficient administration of the Medical Research Foundation and its resources.
- Ensure that robust systems are in place for internal financial control and the protection of the Medical Research Foundation's funds and assets.

- Maintain oversight of the work of the Executive, including both supporting and holding to account through appropriate challenge.
- Ensure the Medical Research Foundation has the proper arrangements in place for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- Safeguard the good name and values of the Medical Research Foundation.
- Sit on sub-committees or panels, as required.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustee in any particular aspect of the governance of the Medical Research Foundation. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

ABOUT YOU

Who you are

You possess:

- A willingness to commit to the Medical Research Foundation, and to devote the necessary time and effort.
- Strategic vision.
- Sound, independent judgment and a willingness to speak your mind.
- An ability to think creatively.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of the team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

What you will bring to the role

You will have:

- Strategic leadership and management experience.
- An understanding of the UK charity sector.
- Sympathy for the issues of public good and donor wishes in funding medical research.
- Excellent networking skills, influencing and communicating skills.
- Board-level financial management experience and be a qualified accountant.

You will be:

- Able to provide direction and vision to the Medical Research Foundation and its Executive.
- Able to provide strategic oversight, support and challenge to our Executive team.
- Over the age of 18.

Disqualification

Trustees must not be disqualified from acting as a trustee. You must not:

- Have an unspent conviction for an offence involving deception or dishonesty (such as fraud).
- Be bankrupt or have entered into a formal arrangement (e.g. an Individual Voluntary Arrangement).

- Have been removed as a company director or a charity trustee because of wrongdoing.
- Having an unspent conviction for:
 - Specified terrorism offences.
 - A specified money laundering offence.
 - The offence of contravening a Charity Commission Order or Direction.
 - Offences of misconduct in public office, perjury, or perverting the course of justice.
 - For aiding, attempting or abetting the above offences.
- Being on the sex offenders register.
- Having an unspent sanction for contempt of Court.
- Disobeying a Commission Order.
- Being a designated person (under specific anti-terrorist legislation).