BIOS British and Irish Orthoptic Society

BIOS Trustee

Role Description and Person Specification

The Trustee Board comprises 10 Trustees:

- Chair
- Vice Chair
- LOOP Chair

Country or Region Trustees:

- Wales
- Scotland
- Northern Ireland
- Republic of Ireland
- England North
- England Midlands and East
- England South and London

The legally binding role of a Trustee and adherence to Articles of Association

- Trustees are subject to the Charity Commission's code of conduct and as BIOS Trustees are urged to familiarise themselves with these guides
    - https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do
    - https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack
- Trustees are asked to be aware of the latest BIOS Articles of Association, which state that Trustees cannot be remunerated by BIOS for services rendered. https://www.orthoptics.org.uk/governance/
- Articles also state that Trustees may be asked to step down if two consecutive planned Trustee or Council meetings are missed (excluding teleconference or extra ordinary meetings)

A Trustee will represent BIOS members

- Represent member's professional interests
- Actively seek members' opinions using face to face meetings, surveys and electronic forms of communication (e.g. a page on the BIOS website and/or web forum)
- Report back to members in the region/country following Trustee meetings
- Maintain contact with local Heads of Service via meetings and /or electronic communication
- Promote BIOS membership to those who are not members in order to maintain the viability of the BIOS company;
- Communicate and map members' access to local professional training, employment relations support/BOSTU training using the website effectively.
- Report from Trustee meetings to members in the relevant region

Events and training

- Ensure all areas of the country can access BIOS & CPD events by working with LOOP/other heads to promote events/training held in each country/region (at least one clinical day per year)
- Facilitate regular clinical training events which fit the needs of members and are accessible;
- If a BIOS conference is held in the region form an organising committee and work with BIOS event organisers and EPDC to provide appropriate programme for members' needs:

Local ambassador for BIOS and the orthoptic profession

- Respond to BIOS documents/consultations requiring a decision/approval in a timely fashion.
- Actively contribute to work streams and task and finish groups to enact BIOS strategy.
- Attend orthoptic clinical meetings and other meetings eg AHP meetings to promote the orthoptic profession.
- Represent BIOS at national level when required and deputise for the honorary officers.
- Link with relevant national/regional groups.

Time commitment

- Attendance at minimum of 4 full day trustee meetings per year (2 with full council members).
- Extraordinary meetings where required to transact urgent BIOS business
- Respond to BIOS related emails in a timely manner which may require consulting BIOS articles and associated documents
- Consultation with members electronically
- Attend clinical meetings to give and receive feedback from members
- Contribute to BIOS work-streams and working groups at required

Term of office: 3 years with formal re-election for further 3 years and no further re-election until one year has passed

Selection process

- Candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- They should submit a CV with evidence to support the requirements of the role;
- They should have the support of their manager
- Candidates should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- Where more than one suitable candidate applies there will be an election by balloting members of the region/nation of the relevant Trustee role.

Person Specification

Post Title: BIOS Trustee

Requirements:	Essential:	Desirable:
Qualifications/Training:	● Orthoptic qualification recognised for Registration (Diploma or Degree) ● Member of BIOS ● Commitment to work to requirements of the Professional Standards of the British & Irish Orthoptic Society (BIOS)	● Demonstrable knowledge of the mechanisms registration, codes of practice and standards for orthoptists. ● Knowledge of BIOS documents and where to direct members to find them on the BIOS website.
Previous Experience:	● Experience of working as an Orthoptist	● Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively.
Skills and Attributes:	● Well developed organisational skills. Able to use electronic systems to communicate. ● Highly developed communication skills, able to represent the membership reflecting members views and act as an ambassador for the country or region and present reports from BIOS council to members in written and verbal form.	
Knowledge:	● In depth understanding of the role of an Orthoptist	● The structure of the BIOS and articles of association. ● The role of a charitable trustee
Requirements:	● To travel to meetings and/or take part in teleconferences or video links as required. ● Attendance at BOSTU and BIOS Clinical Training days in the country/ region represented ● Attendance at trustee, council and BIOS AGM approximately. 5 days per year.	

	• Attendance at extra ordinary BIOS meetings or AGM as required • Participation in adhoc committees for example to review a complaint or recruitment process • Willingness to lead workstreams /represent BIOS on committees with external organisations as required. • Timely response to BIOS governance issues either electronically or face to face.	