

Elected Council members role description

Term of office: four years

About the committee

The Council of Management, known as Council, is the governing body of the Society for Endocrinology. It is responsible for setting the strategy and overall policy of the organisation and for overseeing the implementation of the strategy and the efficient and effective administration of the Society by the executive. [See Council remit.](#)

Responsibilities

The Society for Endocrinology is both a registered charity and a company limited by guarantee. Elected members of Council serve both as directors of the company and trustees of the charity. They are accountable to the Society's members, via the President and have legal and fiduciary responsibilities including:

- As a director of the company, elected Council members must: act within their powers; promote the success of the company; exercise independent judgment; exercise reasonable care, skill and diligence; avoid conflicts of interest; not accept benefits from third parties; declare interests in proposed or existing transactions or arrangements with the company.
- As a trustee of the charity, elected Council members must follow the principles of: organisational purpose, leadership, integrity, decision-making, risk and control, board effectiveness, equality, diversity, and inclusion and openness and accountability.
- Accountability for the finances and expenditure of the Society, including its investments, and ensuring that the charity is solvent and that its finances are managed in a sustainable way and funds applied legally and fairly, including setting the reserve level, approving budgets and annual accounts.
- Setting the Society's strategy and monitoring its implementation in line with aims and values.
- Representing the interests and needs of all members and beneficiaries, and not a subset.
- Ensuring appropriate equality, diversity and inclusion practices are in place across the Society to foster talent, ensure the membership is represented and best served.
- Ensuring the governance of the Society is appropriate including decision-making structures and processes to effectively manage risk as well as proactively advance the work of the Society. Ensuring policies and processes are up-to-date, clearly documented and transparent to the membership.

Required input

Attending Council meetings

- Actively contribute to discussion and decision making.
- Responding in a timely manner to Council business conducted by email.
- Occasionally represent the Society at external meetings.
- Acting as an ambassador for the Society, promoting the Society and its best interests at all times.

Required skills

- An understanding and commitment to the legal duties, responsibilities and liabilities of a charity Trustee and Company Director.
- Understanding of the opportunities and challenges facing different groups of Society members and the field of endocrinology more broadly.
- Understanding of financial metrics and ability to critically review management reporting.
- Ability to think and act strategically, listen to different perspectives, challenge ideas constructively, and make strategic decisions.
- Commitment to the aims and values of the Society and willingness to act as an ambassador.
- Clear understanding of equality, diversity and unconscious bias.
- Ability to oversee the appropriate governance of a complex organisation including the identification and pragmatic management of risk.