

Trustee Role Description

The British Dietetic Association General and Education Trust Fund exists **"to advance education and other charitable purposes related to the science of dietetics"**. The Trust has an annual grant giving budget of around £40,000 a year and can make grants to individuals and to recognised associations or groups of people engaged in dietetic research and associated activities. The Trust also funds awards and conference attendance to promote excellence in research and dietetic practice.

Accountable to:

As the Trustees are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including the Charity Commission. Close attention must be given to the Trust Deed to ascertain how the Trust Fund operates and the correct procedures and processes to follow.

Statutory Duties:

As a Trustee of a registered charity each trustee has a:

- Duty of trust;
- Duty to comply with the charity's governing document;
- Duty to act in the best interests of the charity, present and future beneficiaries;
- Duty to avoid conflicts of interest;
- Duty to safeguard assets;
- Duty not to benefit from their position;
- Duty of care;
- Duty to act personally;
- Duty to act collectively; and a
- Duty to keep accounts.

Main Responsibilities:

- To ensure that the charity, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To undertake the duties invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To follow the charity's procedures for considering and awarding grant requests, contributing to discussions and debates about the merits of each application where appropriate and reaching a consensual decision where required.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.

- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects and provide public benefit through the funding of dietetic research.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.

Person specification:

The trustee will demonstrate (through their previous work or voluntary activities, life experience, etc.) some or all of the following qualities:

- The ability to consider, analyse and understand complex information in the form of grant applications
- An understanding and appreciation of grant giving organisations, health related charities or human nutrition and dietary issues affecting the UK population.
- An ability to work collectively, understand corporate decision making, but contribute individual views.
- An ability to understand basic financial management accounts.
- An understanding of the charity legislative framework and the requirements of a Trustee.
- An understanding of health inequalities and access to health services by deprived and other diverse communities.
- An understanding of the specific issues affecting representation of diversity in communities within health and social care.
- Experience of profile raising for small charities or grant giving organisations.

In addition, the Trustees are keen to receive applications from anyone who fulfils some, or all, of the following additional criteria:

A detailed understanding of research strategies, research funding, dietetic research, the application of research into professional practice and how this can be evidenced.

- An understanding of the work of health charities, their role in delivering health outcomes and government health policy.
- An appreciation of the different health strategies across the four UK countries.
- Has a PhD and post-doctoral research experience
- Has experience of obtaining research funding
- Has managed research projects
- Has published research in a peer reviewed journal
- Is keen to promote dietetic research
- Experience of evidence-based dietetic practice, an understanding of the importance of research to the development of the evidence base and an understanding of professional practice development initiated by research outcomes.

Estimated time commitment - There are four Trustees' meetings a year. These will usually be conducted over Teams, occasionally in-person in Birmingham at the offices of the BDA.

Preparation for each meeting is required (reading of meeting papers) and each Trustee should allow for a half day of preparation prior to each meeting.

Additional activity may be conducted over email from time to time.

All reasonable travel and subsistence costs will be reimbursed by the charity.

Induction will be provided to all new Trustees shortly before, or shortly after, taking up appointment. All Trustees are required to undertake refresher training from time to time and this will be discussed and agreed amongst the Trustees.

Term of Office:

This appointment is normally for a period of four years with a maximum of 3 terms being served.