

## Role of the Trustee

### The Trustee Board comprises of 10 Trustees:

1. Chair
2. Vice Chair
3. LOOP Chair

#### Country or region Trustees:

4. Wales
5. Scotland
6. Northern Ireland
7. Republic of Ireland
8. England North
9. England Midlands and East
10. England South and London

### Representing BIOS members and taking into account their needs

- 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);
- 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.

### 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 events 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 i.e. AHP meetings to promote the orthoptic profession;
- Represent BIOS at national level when required and deputise for the honorary officers.

### 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)

### **Time commitment**

- attendance at minimum of 4 full day trustee meetings per year (2 with full council members).
- extra ordinary 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, working groups

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

### **Election 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;
- prospective Trustees should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;