

Trustee and Academic Vice President (AVP) Accountable to the membership of the Association

Reporting to the Presidents

Role description

Background

The trustee board is responsible for setting the strategic aims, objectives and direction of the charity and to oversee the operational delivery of the association through the chief executive officer and an operational leadership group. The legal responsibility for management remains with the trustees.

The role of trustee and AVP is to provide strategic leadership in line with the organisation's policy and objectives. To use knowledge, skills and experience to ensure that it achieves its charitable objectives and to represent the interests of all stakeholders and act as ambassadors for the charity. The role is critical to the governance and operations of the organisation. The post holder is the co-lead in the development of the three-year plan to deliver on the objects of the charity. To achieve this, they are supported by:

- All other trustees who bear equal responsibility
- The chief executive officer (CEO) for all aspects of management and delivery
- External expertise
- External accountants with expertise in the charity sector
- External auditors who provide assurance to the organisation.

Appointment process

- The role is elected by the UKKA membership

Term of office

The role is appointed for a term of office normally of three years (which may be extended by one additional year with the agreement of most trustees).

Duties of the role

Committees

- Trustee of the Association, and regularly attends Trustee Board meetings
- Ex-officio member of all committees within the remit of the role including:
 - UKKW Programme Committee
 - UK Kidney Research Consortium (UKKRC) including Chair rotation with Kidney Research UK (KRUK)

Delegated responsibilities

As trustee

- Subject to the Articles, the trustees are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association, see [Articles of the Association](#)
- Safeguards and promotes the Association's good name, reputation, objectives and values
- Responsible for directing and developing the strategic plan ensuring that its values are represented
- Supports, constructively challenges, and motivates the CEO and other staff
- Evaluates performance against strategic aims
- Scrutinises board papers, leads discussions, focuses on key issues, provides advice and guidance on new initiatives
- Ensures effective governance and efficient administration of the Association and its financial stability and legal compliance within the Charity Commission's regulatory guidelines
- Has oversight of remuneration and the compensation and benefits paid to all staff
- Oversees the financial health of the charity, ensuring that the Association has sound systems of internal control and risk management and reviewing the financial and commercial impact of any new or revised activity
- Approves strategic plans, budgets, reserves policy and position and authorisation limits and ensures that the Association has the resources to achieve its aims.
- Protects and oversees the portfolio of investments of the Association and ensures that it invests its funds with due diligence
- Represents the Board at functions and events.
- Networks internally / externally to the Association, acts as an ambassador representing the values of the Association and upholding its reputation to win support by informing on activities and issues that affect the charity's work.

As Academic Vice President

- The AVP will play a key role in influencing research funding organisations such as NIHR and KRUK to ensure the voice of the Association is a key part in funding decisions.
- Responsible for the governance of the UKKA's academic activity
- Agrees the terms of reference and membership of all voluntary committees ensuring they are up to date and reviewed as agreed
- Agrees with committee chairs the annual business plan including delivery targets and any budget or resources allocated ensuring this aligns with the strategic direction of the UKKA
- Supported by the CEO and staff, ensures the committees are delivering to the plan

- Supports the committee membership in their role with help from the governance and nominations committee as required
- Identifies risks (financial, reputational and delivery) and records them on the corporate risk register
- Prepares the academic vice president report for each trustees face to face meeting
- On behalf of the trustees, ensures the programme for UKKW® represents the needs of the renal community
- Supported by the CEO and staff, leads on the corporate strategy

Current Committees constituted under the Academic Affairs Committee, to be reviewed by CEO and AVP:

- Rare Diseases Committee
- Education and Training Committee
- Research Committee
- International Committee

External links

[Haines Watts](#) – UKKA auditors

[Evans & Partners](#) – UKKA accountants

[Gov.UK The Essential Trustee: what you need to know, what you need to do \(CC3\)](#)

[Charity Commission](#)

Person Specification

A clear, strategic thinker, interested in the important charitable aims of the Association. You should be able to demonstrate objectivity, willingness to contribute time and energy and willingness to be accountable to the organisation.

You will be expected to attend the Trustee Board Meetings (circa 1 face to face meeting and 3 online per year plus, monthly Board teleconferences) and will be asked to attend and/or chair/co-chair sub-committee meetings or task and finish. Experience of chairing meetings is essential.

Equality & Diversity

The Association is committed to creating and sustaining a positive, fair and mutually supportive environment. We accept, respect and value people with diverse identities and backgrounds and believe our differences make us stronger and more effective in achieving our goals. We ensure appointments are made on the recommendation of a transparent,

balanced, and appropriate panel, are made based on merit, and encourage applications from all suitably qualified and eligible candidates.

Refer above to the unique appointment process for this role.

Please note that the appointment is unremunerated and that expenses are paid in according to the Association's expense policy.