



the british  
psychological society  
promoting excellence in psychology

## **Elected Trustee**

### **Overview**

Elected Trustees have the role and responsibilities of trustees as summarised in this document.

The role of Elected Trustee is a new trustee role under the society's proposed new Charter and Statutes. At the time of writing, the proposed new Charter and Statutes have not yet been approved by the Privy Council.

It is proposed that, in accordance with information provided to members in advance of the ballot by which members approved the proposed new Charter and Statutes and other documents, an election will be held in 2022 for an Elected Trustee. However, because this is a new role that will not legally exist unless and until the Privy Council approve the proposed new Charter and Statutes, the successful candidate will not take up the role of Elected Trustee unless and until the Privy Council approve the proposed new Charter and Statutes.

Trustees are members of the Board of Trustees and are collectively responsible for overseeing the running of the British Psychological Society (the society).

The board is the final decision point for determining the society's strategy and sets the policies by which the society operates. The Board of Trustees is responsible for ensuring compliance with the society's charitable objects, protecting the society's assets and reputation, managing risk on behalf of the society's membership and is ultimately charged with ensuring the long-term health and good running of the society.

Trustees provide independent insight and challenge to the society's management and staff, with the intention of ensuring that the society is well-led, well-run, and delivers maximum value for members and impact in line with the society's Royal Charter.

### **Responsibilities of the role**

Trustees are responsible for:

- ensuring that the society complies with its Royal Charter, Statutes and Rules, charity law, and any other relevant legislation or regulations
- ensuring that the society pursues its objects as defined in its governing documents, that it applies its resources exclusively in pursuance of its objects, and ensuring the long-term sustainability of the society
- contributing actively to the Board of Trustees by giving firm strategic direction to the society, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- challenging and questioning, in a constructive and respectful manner

- working closely with, and holding to account, the Chief Executive and Senior Management Team for delivery of the society's strategy and operational plans, including budget
- acting in the best interests of the society and safeguarding its reputation and values
- building and maintaining an interest in the society's activities
- gaining the trust and respect of other Board members; listening sensitively to the views of others, inside and outside the Board
- building and maintain positive working relationships with fellow Trustees, members of the Senate, Chief Executive Officer and Senior Management Team.

### **Person Specification**

Trustees will come from a range of backgrounds – and for the board to have maximum effectiveness it will aim for diverse composition. The common qualities that all trustees would be expected to have, however, are:

- sound judgement along with the highest professional standards, reputation and integrity;
- existing non-executive experience, with an understanding of strategy and corporate governance
- cultural/political sensitivity and regulatory understanding
- strong communication skills and the ability to work with others
- the ability to constructively question and challenge
- wider leadership skills and the ability to think strategically
- strong performance management and analytical skills

Trustees who are members of the society do not need specific knowledge of the legal duties, responsibilities and liabilities of trusteeship prior to becoming a trustee, but will be expected to complete the society's training and induction at the outset of their term.

### **Term**

Subject to Privy Council approval of the proposed new Charter and Statutes, Elected Trustees hold office until the third Annual General Meeting after the Annual General Meeting at which they were elected. In the case of the election of an Elected Trustee in 2022, in the event that the Privy Council approve the proposed new Charter and Statutes after the date of the Annual General Meeting in 2022, the Elected Trustee will hold office until the third Annual General Meeting after the date of Privy Council approval. Subject to Privy Council approval of the proposed new Charter and Statutes, Elected Trustees may be re-elected.

### **Election process for Elected Trustees**

- 1 The society will invite eligible members to stand for election as Elected Trustees. This announcement will be made on the society's website and included in direct-to-members communications. Members will be directed to the role specification, person specification, and questions to be answered by candidates in writing.
- 2 Members wishing to stand for election as Elected Trustees must be proposed by two or more members who are Chartered Members, Graduate Members, or Honorary Members who have been Chartered Members, or Graduate Members. The society

will inform members of the date by which proposals should be submitted. This date will be at least eight weeks before the Annual General Meeting.

- 3 Candidates will be asked to provide written answers to a number of questions.
- 4 In certain circumstances, an individual may be disqualified from serving as a trustee under the law or under the society's governing documents. Candidates will be asked to confirm that they are not disqualified. The society may carry out checks to ensure that candidates are not disqualified from standing.
- 5 Information provided by each candidate, and by each person nominating a candidate, will be made available to members as indicated in the nomination form.
- 6 Candidates will be informed of the society's guidance on campaigning in society elections.
- 7 The society will arrange for a vote of members to be held for each Elected Trustee vacancy.
- 8 If there is one post of Elected Trustee available, each member will have one vote. The vote will be on the basis of first past the post. If there is only one candidate standing for election when there is one Elected Trustee post available, that candidate will be deemed elected without a vote.
- 9 If there are two posts of Elected Trustee available, each member will be able to cast a total of two votes, with one vote being cast for each of the two candidates selected by the member. The vote will be on the basis of first past the post. If there is a total of either one candidate or two candidates standing for election when there are two Elected Trustee posts available, that candidate or those candidates will be deemed elected without a vote.
- 10 The results of the election will be announced at the relevant Annual General Meeting.
- 11 The society will publish the results of the election on its website and in any society publications and/or elsewhere as it deems appropriate.

### **Time commitment**

This is a voluntary role. Expenses are paid in accordance with the society's policies.

The number of meetings and/or other commitments may be higher than indicated. Trustees are expected to read papers and prepare for meetings. Reading/ preparation time is not included in the time estimates below. Subject to these comments, an indication of the expected time commitment is as follows:

<b>Meeting</b>	<b>Number per year</b>	<b>Where</b>	<b>Duration per event</b>
Board of Trustees	6	Leicester or London or virtual/hybrid	1 day

Board of Trustees away days / strategy days	2	Leicester or London or virtual/hybrid	1 day
Each Subcommittee of which the Trustee is a member	4	Virtual	0.5 day
Potential membership of ad hoc groups	4	Virtual	0.5 day