

# Research and Development Forum

## Role Description

<b>ROLE TITLE:</b>	Trustee, Research and Development Forum
<b>LAST UPDATED:</b>	February 2023
<b>REACH:</b>	Research and Development Forum Community Wide

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## Main Purpose of the Role

The purpose of the Research and Development Forum (Charity) is to support the advancement of education and learning in research and development for the health and social care community in England, Scotland, Wales, and Northern Ireland.

The Board of Trustees is responsible for ensuring delivery of that purpose through education, advocacy and connectivity across the research and development system.

In relation to the statutory duties, the Charity Commission identifies 6 main duties of Trustees:

- Ensuring that the Charity is carrying out its purposes for the public benefit
- Complying with the Charity's governing document and the law
- Acting in the Charity's best interests
- Managing the Charity's resources responsibly
- Acting with reasonable care and skill
- Ensuring that the Charity is accountable

Through the adoption of self-reflection, assessment, and critical review of skills, underpinned by our commitment to equity, diversity and inclusion, the Board of Trustees will ensure delivery of its purpose and statutory duties to improve the quality and effectiveness of health and social care research.

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## Role and Support in Organisation

<b>Accountable to:</b>	The Chair of Trustees
<b>Liaises with:</b>	Trustees, Research and Development Forum Community, Stakeholders within Health and Social Care Research, The Charity Commission
<b>Works with a Team of:</b>	Trustees of the Research and Development Forum Charity
<b>Remuneration:</b>	The role is voluntary

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## Key Responsibilities

- To keep up to date and fully informed about strategic issues and changes to the wider health and care research environment affecting the Charity
- To develop the Charity to increase its efficiency, effectiveness, and relevance to its key stakeholders across England, Scotland, Wales, and Northern Ireland
- To work with the trustees to ensure that the Charity has maximum impact for its beneficiaries
- To ensure that the Charity and its representatives' function properly within the legal and regulatory framework, and in line with the governing documents and accepted best practice
- To ensure that decisions take into account the views of all stakeholders
- Work with the trustees in the development of policies and strategic plans for the Charity, which take account of the external environment and ensure its long-term future as a relevant and sustainable organisations
- To use any specific skills, knowledge, or experience to enhance the Charity's effectiveness and efficiency

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## General Duties of a Trustee of the Research and Development Forum Charity

- To discharge the duties of trustees in a way that adds to the public and community confidence and trust in the Charity
- To ensure that the Charity continuously works towards the delivery of its mission and vision
- To act in the best interests of the Charity, beneficiaries, and future beneficiaries at all times
- To maintain confidentiality about all sensitive/confidential information received in the course of a trustee's responsibilities to the Charity

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## General Qualities and Experience Required of Trustees

### Experience:

- An extensive understanding of the health and care research landscape and the systems which operate within it
- Strong track record of achievement with experience of working at a Senior R&D level
- Demonstrable commitment, either in a current or previous role, to the activities of the Charity
- Demonstrable experience of providing guidance to senior leaders and to working collaboratively in developing strategy, performance monitoring and delivering an ambitious agenda
- Successful leadership of, or participation in, organisational change (desirable)
- Trustee or similar role in the Voluntary, Charity and Social Enterprise sector (desirable)

#### Knowledge and Skills:

- Sound understanding of the principles of good governance
- Proven ability to act strategically, able to prioritise effectively and focus on matters of maximum impact
- Ability to communicate views, and experience in a way that adds insight to trustee discussion
- Listening, influencing, and consensus-building skills
- Ability to build positive and respectful relationships
- Ability to deal simultaneously with multiple and complex issues
- Ability to operate effectively as part of a team to ensure the Charity meets its legal and regulatory duties as well as its purpose

#### Attributes:

- Alignment with the Charity's mission, vision, and values
  - Commitment to Nolan's seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership)
  - A commitment to enhancing equity, diversity, and inclusion
  - Meet the Charity Commission criteria for being a Trustee
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### Terms of Appointment

#### Appointment and Timescales:

- The term of office is two years. This can be renewed for a maximum three terms (six years). Any reappointment after this would require an interval of at least one year.

#### Location, Time Commitment and Expenses:

- The role is home based
- The post is voluntary and unpaid, but all out of pocket expenses related to the role will be reimbursed in line with the Charity's volunteer expenses policy
- The role will involve some travel and possible overnight trips. Attendance will be required at a minimum of four trustee meetings per annum, either in person or remotely
- There may be additional demand upon appointment for induction

### **Research and Development Forum Charity Number 1189876**