

THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS

BAUS ELECTED OFFICERS

ROLE DESCRIPTIONS

(September 2015)

In addition to the general responsibilities of the trustees (see below) the Honorary Treasurer and Honorary Treasurer Elect have additional roles:

HONORARY TREASURER

The Honorary Treasurer shall hold office for two years from the time of the Annual General Meeting.

The overall role of an Honorary Treasurer is, on behalf of the Trustees, to maintain an overview of the organisation's financial affairs, ensuring that proper financial records and procedures are maintained

Main responsibilities:

1. Oversee budgets, accounts and financial statements prepared by the Executive before presentation to the Board for approval.
2. To be instrumental in the development and implementation of financial, reserves and investment policies.
3. Formally present the accounts at the Annual General Meeting, drawing attention to important points in a coherent and easily understandable way and to present an annual update on the Association's finances to BAUS Council.
4. Oversight of the BAUS Risk Register (with the Honorary Treasurer Elect)

Key working relationships: Honorary Treasurer Elect, BAUS Finance Manager and Deputy Chief Executive.

Committee memberships: Board of Trustees; ex officio on BAUS Council (to attend at least one meeting per year).

HONORARY TREASURER ELECT

The Honorary Treasurer Elect shall hold office for two years after which he or she shall proceed to Treasurer at the Annual General Meeting without a vote being necessary for this conversion.

The Honorary Treasurer Elect will have oversight of the BAUS Risk Register (with the Honorary Treasurer). The Treasurer Elect will support the Treasurer in fulfilling his / her responsibilities (set out above) and will deputise for him / her, as required.

Committee memberships: Board of Trustees; ex officio on BAUS Council.

GENERAL RESPONSIBILITIES FOR BAUS TRUSTEES

Overall Purpose

The board of trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

Main Responsibilities

- To ensure that BAUS, 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 maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- 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.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects which are to promote the highest standard in the practice of Urology for the benefit of patients by fostering education, research and clinical excellence.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.

- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.