Terms of Reference
Balance Trustee

1. Duties

- To act as a Trustee (Director) of the Biochemical Society, adhering to the Articles of Association and associated By-Laws as appropriate, and meeting the standards for Trustee responsibility set out by the Charity Commission.
- To take overall collective responsibility for the activities and direction of the Biochemical Society.
- To act in line with the Biochemical Society’s Committee Member Code of Conduct.
- To promote the aims of the Biochemical Society and advocate for the organisation at external meetings and events.
- To take operational oversight of the Society’s activities (which are delegated by the President/Council of Trustees) as part of the Executive Management Committee.
- To bring an independent voice to the Council of Trustees, not specifically aligned to one (or more) functional/specialist areas.

2. Required skills and experience

- The post-holder will have a full understanding of the scientific research environment within the UK, with demonstrable knowledge of the structure and workings of academic institutions, and the related publishing environment.
- The post-holder should have proven experience of operating at a senior level within an academic organisation or the bioscience industry, contributing to large scale project development and delivery programmes, and implementing operational change.
- Demonstrable experience in leadership and the ability to provide a voice not specifically aligned to any other Group Committee are essential.
- The post-holder is expected to be a member of the Biochemical Society prior to appointment.

3. Meetings

I. Biochemical Society Council of Trustees

The Balance Trustee will function as a Trustee of the Society and will therefore hold a seat on the Council of Trustees, which meets at least four times a year.

(See Terms of Reference for Council of Trustees).

II. Executive Management Committee

The Balance Trustee will occupy a seat on the Executive Management Committee, which meets on average ten (10) times a year.
III. Annual General Meetings and Extraordinary General Meetings

The Balance Trustee will attend the Biochemical Society Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM) that may be convened.

4. Term of Office

The Balance Trustee will have a three (3) year term of office, not including handover activity undertaken before formally taking on the role. This role can be extended by up to a further two years with the agreement of the post-holder and a majority vote of Trustees, in line with the Articles of Association.

When elected the incoming Balance Trustee will hold the post of Balance Trustee-Elect for six (6) to twelve (12) months during which time they will undertake handover activities.

Ownership of Terms of Reference

These Terms of Reference are owned by the Council of Trustees. Amendments can be made by a majority vote of the Trustees, in-line with legislation set out in the Articles of Association.

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