

# Terms of Reference

## Balance Trustee

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### 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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