



# Royal College of Paramedics

## Trustee

### Personal Attributes and Role Description

---

#### **Trustee: The Person**

The person must be a full member of the Royal College of Paramedics and have experience within one or more settings that paramedics work within. They must have or be willing to gain an understanding of the legal duties, responsibilities and liabilities of trusteeship and other aspects of charity governance.

The person will have knowledge of the type of work undertaken by the Royal College of Paramedics, an understanding of the prominent issues that currently face the paramedic profession. It would be desirable that they have had previous involvement with the charity or membership sectors.

Being a member of the Board of Trustees means being able to commit to a number of activities and responsibilities. Trustees must be prepared to commit on average 3-4 hours per week to this vital role as well as attending regular meetings, at least one per month.

The person will have the courage to lead a committee as it makes tough decisions, with the ability to manage change and handle uncertainty. There will be an ability to think strategically, with sound and independent judgement, and an ability to manage confidential matters sensitively.

There must be a personal commitment to the aims and ethos of the Royal College of Paramedics and ensuring good relationships with external organisations, acting to maintain the professional reputation of the Royal College of Paramedics, at all times.

This role requires personal insight with regards to values and behaviours and the impact on others, an ability to think strategically and skills in building relationships and creating a shared vision.

As a Trustee of the Royal College of Paramedics the person should ensure the obligations and responsibilities of their Trustee role, outlined below, are met accordingly.

## Trustee: The Principles

In order to ensure robust governance, transparent decision-making, good judgement and professional conduct the Royal College of Paramedics expects the Trustee to embody the Seven Principles of Public Life in all that they do. These principles mean that the person should act with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### The Seven Principles of Public Life

#### Selflessness

Holders of public office should act solely in terms of the public interest.

#### Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### Honesty

Holders of public office should be truthful.

#### Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

The Royal College of Paramedics expects the Trustee to commit to our values and the eight principles to address the diversity deficit in charity leadership.

### **Our Values**

#### ***Wellbeing***

*Prioritising mental and physical health for paramedics to support the communities they serve.*

#### ***Professionalism***

*Advocating the highest standards of practice, conduct and patient care.*

#### ***Inclusivity***

*Creating an environment that champions diversity and respects all individuals.*

#### ***Collaboration***

*Working together to strengthen and support the reach and influence of the paramedic profession.*

#### ***Integrity***

*Acting ethically with honesty, and accountability in all that we do.*

### **The Eight Principles to Address the Diversity Deficit in Charity Leadership**

1. Acknowledge that there is a problem with racial diversity in the charity sector, including the Royal College of Paramedics, and commit to working to change that.
2. Recognise the important role leaders have in creating change by modelling positive behaviour and taking action.
3. Learn about racial, and other bias and how it impacts leadership decisions.
4. Commit to setting permanent and minimum targets for diversity that reflects the participants, donors, beneficiaries and the population of the area that my charity operates in.
5. Commit to action and invest resources, where necessary, in order to improve racial and other diversity in my charity.
6. View staff as the sum of many parts rather than a single entity and recruit to build a diverse group of talented people collectively working towards a shared vision.
7. Recruit for potential, not perfection.
8. Value lived experience, the ability to draw from one's lived experience and to bring insights to an organisation that can develop its work.

<https://www.acevo.org.uk/eight-principles-to-address-the-diversity-deficit-in-charity-leadership/>

**These eight principles are from ACEVO and have been adapted to the Royal College of Paramedics.**

## Trustee: The Purpose

The Trustee (Professional Standards) is a member of the Board of Trustees and will contribute to the duty of the Board ensuring the College works towards the delivery of its charitable objects.

### The Board of Trustees

*The purpose of the Board is to set the strategy for the College, securing its long-term direction towards delivering the charitable objects. The Board also ensures the College is run effectively and properly, meeting its legal and charitable obligations, on behalf of the membership of the College. It achieves this through its own actions and through delegation of appropriate actions to employees, committees of the Board and individual trustees.*

To make the appropriate, effective contribution each Trustee should:

- Ensure effective and efficient governance of RCoP and its resources within the legal and financial requirements of a UK charitable organisation
- Ensure that the College operates within its charitable objects, Charter, bylaws and regulations, and provide clear strategic direction
- Fulfil trustee duties to ensure the sound financial health of the charity, with systems in place to ensure financial accountability
- Monitor and scrutinise delivery of the strategy and performance in relation to approved plans, budgets and controls
- Safeguard the Charity's reputation, ethics and values.
- Provide constructive challenge to the Chief Executive and other senior employees
- Ensure regular contact with the President and Vice President of the Board of Trustees, developing and maintaining an open and supportive relationship within which each can speak openly about worries, concerns and challenges.
- Declare any potential conflict of interests in a timely manner throughout the entire term as a trustee
- Dedicate the time required to be an effective trustee, including participation in Committees, preparation for and contribution to meetings and participation in between meetings communication/actions
- Work to raise the profile of the Royal College of Paramedics, to promote the organisation to a wider audience to contribute to the future development of the profession and the organisation.

The above list is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.