

BOARD OF TRUSTEES

The Board of Trustees is the governing body of the PTCF. It is responsible to the UK Charity Commission to ensure that the organisation fulfils its original purpose, is well managed and accountable, and operates with appropriate strategies, policies and ethical values.

The trustees are all volunteers, drawn from the medical field and other relevant disciplines. They meet usually four times per year, in Oxford but also connected by video link with trustees who live in other countries.

Terms and Conditions for PTCF Trustees

Responsibilities

1. To ensure the worldwide organisation has appropriate strategies, major operational policies and structure.
2. To ensure the necessary accountabilities are installed and effective.
3. To receive periodical progress reports from the organisation on all relevant matters.
4. To support and represent the organisation externally according to operational needs.
5. To review and approve the annual budget, operating plans, report and accounts.
6. To select and appoint the Chief Executive and ensure he/she is given an annual performance appraisal, appropriate remuneration, advice and support.
7. To foster good communication throughout the organisation and with stakeholders.
8. To act as the body of final appeal between management and staff in the event of a dispute.
9. To ensure the organisation's financial and statutory obligations are met.

General Requirements

1. The trustee's term of office is three years and for no more than two consecutive terms. After a year off it is then possible to stand for re-election if desired. Membership of the Board will lapse for any trustee who is unable to attend meetings for a year or more.
1. Trustees will be asked to affirm personal commitment to the organisation's Mission and Values at the beginning of each new term of office.
2. Records are kept of every trustee's name, title, address and contact details; these are not disclosed publicly but are recorded in the offices of the UK Charity Commission.
3. The charity's accountants and lawyers are informed of every appointment.
4. Trustees are expected from time to time to undergo a self-assessment of their performance, individually and as a body.

Criteria for Membership

2. Candidates must be over 16 years of age.
3. Candidates are not eligible if they are bankrupt or have unspent criminal convictions or are subject to criminal charges.
4. Candidates must have no existing or potential conflicts of interest such as financial dealings or contracts with the organisation or with any of its officers or contractors, and must have no close relatives (spouse, sibling or child) who have such interests.

Additional preferred qualities

1. Knowledgeable about the PTCF courses and ethos.
2. Having relevant skills in the medical field, especially trauma care, or possibly other professions such as finance, law or education.
3. Mature individuals who have a broad perspective and can accept overall responsibility, able to think conceptually but also practical and realistic.
4. Of exemplary professional integrity and sound, independent judgment.
5. Accepting the principles of diversity, equality and non-discrimination.

For a summary of the UK Charity Commission's recommended terms of reference for charities, please visit <http://www.charitycommission.gov.uk/Publications/cc10.aspx#c>.