



Trustee Selection Criteria 2021

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Introduction

The BMA Charities Trust Fund Board of Trustees is made up of four *ex officio* Trustees and four trustees *nominated* by the BMA Representative Body (the nominative Trustees). This is set out in the founding deed of the charity. Nominative Trustees are elected by the Board to serve a four-year term. The Trust Deed [23(vi)] empowers the Board to set and inform the BMA Representative Body of criteria for the selection of Trustees.

Trustees are charged with the following legal duties:

- act in your charity's best interests
- manage your charity's resources responsibly
- act with reasonable care and skill

BMA Charities provides support in the following areas:

- doctors who are in need of financial support
- medical students who are in need of financial support
- refugee doctors who are in need of financial support to obtain GMC registration
- support of other charities which help doctors

In setting out this process, the charity is aided by guidance from:

- The Charity Commission *The essential trustee: what you need to know, what you need to do (CC3)* <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- The Charity Commission *Trustee Board People and Skills* <https://www.gov.uk/guidance/trustee-board-people-and-skills#when-to-recruit-trustees>
- Good Governance Steering Group *The Charity Governance Code* <https://www.charitygovernancecode.org/en>

Exclusions

Where the Applicant:

- is under the age of 18 [legal requirement]
- has an unspent conviction for an offence involving dishonesty or deception [legal requirement]
- is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors [legal requirement]
- is [disqualified from being a company director](#) [legal requirement]
- has previously been removed as a trustee by either the Commission or the High Court due to misconduct or mismanagement [legal requirement]
- has an irreconcilable conflict of interest with the work of the charity.
- is unable to embrace the values of the charity.
- would not be able to bring to the role the expertise and skills required by the charity

[BMA Charities Trustee Role Description 2013]

Essential & Desirable Criteria

Domain	Specific	Essential	Desirable
General	BMA	BMA member in good standing	
	Independent	Acting in a personal capacity, not representing group	
	Eligibility	Signed declaration of willingness and eligibility to act as Trustee	
	Preparation	Shows understanding of need for prior preparation for meetings	
	Commitment	Committed to making time to carry out duties of Trustee at and in between meetings	Shows understanding of extent of that commitment
	Values	Willingness to embrace BMA Charities' values	
Skillset*	Financial	Understands management accounts, budgets	Shows experience in organisational financial management
	Fundraising	Understands need for strategy to underpin Fundraising	Shows experience of planning fundraising projects

	Organisational Development	Demonstrates understanding of how charity operates [or commits to learn]	Willing to be involved in workstreams outside Board meetings
	Charity Law	Understands duties and responsibilities of being a Trustee	Demonstrates understanding of charity law
	Education	Demonstrates understanding of UK Medical Education	Shows detailed knowledge of and/or involvement in
	GMC policy	Demonstrates understanding of GMC role as regulator	Demonstrates understanding of GMC role as standard setter
	Recruitment	Demonstrates awareness of employment law	Shows experience of staff recruitment and HR skills
	Refugee issues	Demonstrates awareness of issues affecting refugee doctors and medical students	Shows experience of working to support refugee health professionals and/or medical students
Governance	Performance	Reports to Chair annually on performance and training. Willingness to learn and be responsible for own development	Shows experience of planning learning and skill audit

* Not all nominees will have fully developed skills in all of these areas but will have some basic understanding on which to build a skill portfolio.

Outline process 2021

Domain	Activity	Responsibility	Details
Recruitment	Setting out criteria	BMA Charities	<i>BMA Charities Trustee criteria 2020</i>
	Advertisement	BMA	Extending to all members:
	Application		<ul style="list-style-type: none"> May / June
	Shortlisting	BMA Charities and BMA	All eligible nominations considered by Panel of Trustee(s), Director, BMA Representatives
	<ul style="list-style-type: none"> July / August 		
	Due diligence	BMA Charities	Check eligibility
	RB nomination decision		<ul style="list-style-type: none"> July / August 17 September

Appointment	Ratifying	BMA Charities	Appointment needs to be ratified by Board
Supporting	Induction		Between July - October
	Skills Audit		Biannual
	Review		BMA Charities Chair
	Training	Trustee	Available online or FTF from a number of organisations: <ul style="list-style-type: none"> • Sarasins • Wilsons • Stone King

This document will be reviewed within twelve months.

Andrew Mowat
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May 2021