



## PAEDIATRIC INTENSIVE CARE SOCIETY LAY MEMBER - TERMS & CONDITIONS

### Background

The Paediatric Intensive Care Society (PICS) is a registered charitable incorporated organisation. It serves as the main professional society representing the UK paediatric intensive care community at a national and international level. It was founded in 1987 as a multidisciplinary forum for those involved and interested in paediatric intensive care, with the following aims:

- To promote training and education, with the aim of stimulating research and promoting collaborative studies.
- To provide a forum for discussion
- To provide specialist advice
- To collect information through the council of the society
- To provide a focus for paediatric intensive care in the UK

PICS is seeking to recruit a Lay Member to be a co-opted member of the PICS Council.

### About PICS council

Council members serve as Trustees for the society and are responsible for the governance of the Society. Trustees oversee strategic and annual business plans and budgets, working with the appointed Officers who are responsible for operational delivery. Trustees may be advised on charitable governance by specialist professional advisors when required.

The Council may also co-opt to Council such persons as it thinks fit. Co-opted members of Council are not charity trustees of the Society and are not voting members of Council.

Further information relating to the constitution of PICS can be found here [PICS constitution](#)

### About the lay member role

The role offers an opportunity to contribute to the governance and strategic development of a medical charity that is dedicated to promoting patient safety and quality of care in its work with critically ill children and their families. **The role description is set out below.**

**Applications invited by date....** Expressions of interest are invited via a letter and CV to the President of PICS at [pics@aagbi.org](mailto:pics@aagbi.org). Applications should address the role description and person specification.

### For more information and informal discussion

Contact Peter-Marc Fortune (president PICS) or James Fraser, Honorary Secretary for informal discussions and more information by email to [pics@aagbi.org](mailto:pics@aagbi.org)

## **Lay (co-opted) member of the PICS council – role description**

### **Purpose of role:**

Lay members bring expertise, judgment and balance which may not be available among the elected officers and other Trustees. Their principal assets will be their independence, detachment and the provision of an external view. It is envisaged that the Lay Member will add value not only to the Council's work but in the Society as a whole e.g. by providing a sounding board for its officers.

**Responsible to:** President of PICS

### **Key Working Relationships**

- President of PICS (also Chair of PICS Council)
- Other members of the Board of Trustees
- Other co-opted members of Council

In addition, lay members may be asked, from time to time, to interact with organisations as a representative of the PICS.

### **Terms and conditions of appointment:**

- The Lay Member is a co-opted member of the Board of Trustees and, as such, does not have voting rights
- The Lay Member should not be disqualified from acting as a company director and charity trustee
- A Lay Member is subject to an application process which might include interview and references
- This is a voluntary role (unremunerated except for expenses)
- PICS council will appoint a 'buddy' to support the Lay Member during their first year as a co-opted member
- The Lay member will complete a declaration of any conflicts of interest.

### **Term of Appointment:**

- The Lay Member will be appointed for an initial 1 year term, renewable annually
- A Lay Member may resign giving 60 days notice in writing to the President
- The Trustees may terminate the appointment at their discretion should there be evidence of conduct contrary to the standards of conduct or which could bring PICS into disrepute.

### **Time commitment:**

PICS council meets approximately 4 times a year. The dates for Board meetings are set 6 months in advance. Meetings will require a half-day in London, usually on a Tuesday or Wednesday, as well as preparation time. Council members are expected to attend each Board meeting and may also be expected to engage in communications between Board meetings with colleagues (primarily by email) as required.

**Expenses:**

Trustees and co-opted members will be reimbursed for their expenses for travel, accommodation and subsistence in carrying out their duties. Expenses will be paid in accordance with the PICS expenses policy. Trustees and co-opted members are not otherwise compensated for their service under charities and companies law.

**Conflict of Interest:**

Trustees and co-opted members must:

- Not personally profit from their position (reimbursement of out-of-pocket expenses is a reasonable entitlement) unless relevant permission has been gained from the Charity Commission, or the charity's governing document gives express permission
- Declare any other personal, family, or professional conflicts of interest that might give cause to question their handling of the charity's business.

**Other considerations - council effectiveness, compliance and records:**

- Review the operation of the Board of Trustees, its sub-committees, skills base, recruitment plans etc
- Ensure Council effectively engages with diversity and equality considerations
- Take specialist advice on matters outside the expertise of Trustees.
- Ensure that appropriate records are kept relating to meetings, accounts and financial matters and ensure that they are audited/independently examined accordingly
- Comply with any other legal or regulatory requirements relevant to their charity's activities

## Person Specification

We are keen to appoint a Lay Member with a desire to make a difference within an organisation going through change, modernisation and development.

The ability to challenge constructively and rigorously and to contribute at a strategic level	Essential
Commitment to PICS and its objectives	Essential
Integrity and high ethical standards	Essential
Sound judgement	Essential
Excellent communication skills with diverse audiences and stakeholders	Essential
The ability to listen sensitively to the views of others	Essential
Willingness to acquire the expertise and knowledge to discharge responsibilities	Essential
Well informed about the environment in which the organisation operates and the issues it faces	Essential
Independence (a major contribution is to bring wider experience and a fresh perspective)	Essential
An understanding and awareness of diversity issues	Essential
Experience of governance work	Desirable
Well networked in their area of expertise	Desirable
IT literate to allow some work to be carried out by email or via web-based technology	Desirable