



BOARD OF TRUSTEES

ROLE SPECIFICATION FOR A LAY MEMBER – DIGITAL/BUSINESS EXPERIENCE

Responsibilities as Trustees

The Board of Trustees (the Board) is made up of elected, appointed or co-opted RCSLT members and appointed or co-opted non-members as authorised by the Articles.

Trustees bring an independent judgement to bear on issues of strategy, performance, key appointment and accountability.

Trustees agree to adhere to the Code of Conduct.

The duties of Trustees are to:

- Provide strategic direction for RCSLT by setting the framework for policy and operational performance, including agreeing the Corporate Strategy and overall ambition of the organisation
- Monitor the reporting of performance
- Satisfy themselves that quality and financial information is accurate and that controls and systems of risk management are robust and defensible
- Have a prime role in appointing and where necessary, removing the CEO and in succession planning and
- Ensure the board acts in the best interests of the profession and is fully accountable to the profession for the services provided by the organisation and the funds it uses.

The responsibilities of the digital Trustee are to:

- Provide thought leadership on the role of digital in the organisation's vision.
- Highlight the opportunities and the risks of digital, in terms of RCSLT's strategy in general.
- Translate the risks and opportunities of digital for other Trustees, to enable the Board as a whole to engage in an informed way, including the evaluation of new proposals.
- Champion the use of data analytics in Board discussions and in driving the delivery and improvement of recruitment and retention of members.
- Draw on networks to support RCSLT's work.
- Help ensure that the executive / operations teams have the digital capabilities that they need to implement the strategy.
- Chair or be a member of the RCSLT Digital Oversight Committee, which reports to the Board and provides strategic oversight of the RCSLT digital transformation project.

Skills and knowledge required of digital lay member

Essential:

- Demonstrable and practical experience of delivering transformational change to business technologies and processes in order to deliver increased 'value' of organisational services
- Experience and/or up-to-date awareness of current industry best practice and strategy across a top-level view of digital e.g.
 - technology strategy (cyber security, information management, systems architecture, hardware, software etc)
 - marketing and communications
- Ability to work at a strategic and level whilst understanding the complexities of delivery,
- Ability to analyse risks and opportunities in relation to digital and provide strategic guidance in-line with the overall risk-appetite of the organisation
- Understand the implications of the General Data Protection Regulations (GDPR)
- Possess extensive networks within the IT sector and be willing to draw on contacts as appropriate
- At least three to five years general business experience where relevant
- Experience of chairing committee meetings

Desirable:

- Experience of, or at least good knowledge of, not for profit sector organisations
- Previous experience of being a Board member
- Relevant professional qualifications

Declaration of Interests

It is a requirement that all Trustees should declare any conflict of interest or loyalty that arises in the course of conducting RCLT business. The RCLT will maintain a register of members' interests and loyalties to avoid any danger of Trustees being influenced, or appearing to be influenced, by their private interests or loyalties in the exercise of their duties. All Board members are therefore expected to declare any personal or business interest or loyalty which may influence, or may be *perceived* to influence, their judgement. This should include, as a minimum, personal direct and indirect financial interests and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct financial interest, or from being a business partner of, or being employed by, a person with such an interest. In addition, any conflicts of loyalty arising from membership of or association with similar organisations to the RCLT must be declared.

Commitments

The lay member is expected to make the following commitments:

- Attend meetings of the Board of Trustees, four times per year, three in London and one elsewhere in the UK plus the AGM (there is a minimum requirement of not missing more than two consecutive meetings)
- Chair, or be a member of, the Digital Strategy Oversight Committee, which meets approximately for two hours a month, using a mixture of face to face and virtual meetings
- Make time available to read Board papers prior to meetings so as to be able to contribute fully to Board meetings.
- Attend meetings with stakeholders where appropriate
- Be available for catch up telephone conversations and urgent decisions where required.
- Attend Board induction sessions.

- Attend Board development opportunities as appropriate
- Liaise with other Trustees as appropriate.