

Introduction

This document sets out the policy of the Trustees of the National Association of Hospital Broadcasting Organisations, known as the Hospital Broadcasting Association (the “Charity”) in respect of the roles of Trustees and the knowledge, skills and experience that should be represented amongst the Trustees collectively. It constitutes “regulations” made by the Board under Article 77 of the Articles of Association of the Charity.

Composition of the Board

The Articles of Association of the Charity specify that Trustees consist of:

- a. The Chair – elected by the membership of the Charity
- b. Up to 7 other Trustees elected by the membership of the Charity – currently this is set by resolution of the Members at 5 Elected Trustees
- c. Up to 4 Trustees appointed by the Trustee Board – currently this is set by resolution of the Members at 3 Appointed Trustees

The Trustees also appoint from amongst their number one Trustee as Vice Chair and may appoint a Secretary and a Treasurer.

Additionally, the membership elect a President who may be, but is not required to be, a Trustee.

Trustees’ experience

Trustees should be able to demonstrate as many of the following as possible:

- i. successful experience of operating within a board in a charitable, public sector or commercial organisation;
- ii. sound understanding of charity governance;
- iii. demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives;
- iv. good listening skills;
- v. a proven track record of sound judgement and effective decision making;
- vi. a history of impartiality, fairness and the ability to respect confidences; and
- vii. a track record of commitment to promoting equality and diversity.

Trustees’ Knowledge and skills

Trustees should be able to show:

- i. commitment to the HBA, its objectives, and hospital broadcasting in general;
- ii. self-motivation;
- iii. a willingness to devote the necessary time and effort to their duties;
- iv. preparedness to make unpopular recommendations, and a willingness to speak their mind;
- v. a willingness to be available to other Trustees and volunteers for advice and enquiries on an *ad hoc* basis;
- vi. good, independent judgement and strategic vision;

HBA - supporting Hospital Broadcasting in the UK

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Registered Office: Avebury House, St Peter Street, Winchester, SO23 8BN

Trustee Board Skills Policy

- vii. an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- viii. an ability and willingness to be an ambassador/advocate for the Charity, including through professional and/or personal networks; and
- ix. an ability to work effectively as a member of a team.

As far as is reasonably practicable the Trustees collectively should have between them, as a minimum, the following skills, knowledge and experience:

- i. understanding of the needs of the Charity's members;
- ii. leadership skills;
- iii. experience/understanding of the public sector, particularly the NHS;
- iv. administration skills;
- v. finance skills and experience;
- vi. experience of PR, communications, marketing and/or campaigning;
- vii. experience of charity fundraising/income generation;
- viii. understanding of customer service; and
- ix. entrepreneurial/business skills.

As far as reasonably practicable the Trustees collectively should also have a fair balance of representation between the 4 nations of the UK (England, Northern Ireland, Scotland and Wales), recognising the different arrangements for the NHS in each country.

In particular, it is important that the Trustee Board should not be overly reliant on one or more individual Trustees in any particular aspect of the governance or for any of these skills, knowledge or experience. Therefore, when selecting appointed Trustees the Trustee Board should not only seek to fill any gaps but also to build resilience into the Board through overlapping skills, knowledge and experience between Trustees.

Role of Trustees

The Board of Trustees are jointly and severally responsible, in accordance with the Articles and relevant legal and regulatory guidelines, for:

- a. establishing the mission, purpose, vision and values of the Charity;
- b. its overall governance and strategic direction;
- c. its financial health;
- d. the probity of its activities; and
- e. developing the Charity's aims, objectives and goals.

Each Trustee individually is also expected to be an ambassador/advocate for the Charity and its services and to help ensure that the Charity builds and maintains sound strategic relationships with its commissioners, funders, suppliers, customers, partners and services users.

Day to day management and oversight of the Charity's activities is the responsibility of the Executive Coordination Group which reports to the Trustee Board. Professional advisors are retained/engaged for specialist advice where necessary (e.g. on HR, legal or accounting matters).

More detailed role descriptions for Trustees and the specific roles referred to above and attached to this policy.

Review

This policy will be reviewed annually.