

## BRITISH SOCIETY FOR SURGERY OF THE HAND (BSSH) TRUSTEES

### The Trustees of the Society

The body of Trustees of the Society will include :-

The President

The Honorary Secretary

The Honorary Treasurer

The eight senior elected members of Council

### TRUSTEES – CODE OF CONDUCT

#### Introduction

1. All charity trustees have legal duties and responsibilities. The most important of these are summarised in the Charity Commission's leaflet **Responsibilities of Charity Trustees (CC3)**. The directors of a charitable company are charity trustees and have duties under company law as well as charity law.
2. This Code of Conduct is not a list of trustees' legal duties, although many of the elements of the code are based on legal principles. The conduct and practices recommended in this Code go beyond what the laws require in some respects, but they are nevertheless fully consistent with the law.

#### The Purpose of the Code

To set out the standards expected of Trustees of the BSSH, in order to:

- a) Maintain the highest standards of integrity and stewardship.
- b) Ensure the Society is effective, open and accountable.
- c) Ensure a good working relationship between the President, Council and its sub-committees, the secretariat and the members of the Society.

### THE CODE

#### General

1. Trustees must act with probity and due prudence. They should take and consider professional advice on anything in which the trustees as a body do not have appropriate expertise.
2. A trustee must contribute to the administration of the Society and all of its assets in the interest of current, potential and future beneficiaries.
3. Trustees should hold themselves accountable to the Society's members for the decisions of Council, its sub-committees and the secretariat, the performance of the same and the performance of the Society as a whole.
4. Except when legally authorised, trustees must not gain financial or other material benefit for themselves, their families or their friends from their trusteeship of the Society. Nor must a trustee attempt to use his/her status to gain customer advantage within the organisation. The Trustees should ensure that there are clear written policies on claiming expenses by trustees.



5. A trustee must not place him/herself under any financial or other obligation to outside individuals or organisations which might influence him/her in the performance of his/her official duties as a trustee.
6. Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff individually or collectively, and should not take part in any activity which is in conflict with the objectives of the Society or might damage its reputation.
7. Trustees must make decisions together and take joint responsibility for them. The extent to which any one trustee or a small group of trustees is empowered to speak for or take action on behalf of the Society or Council must (subject to any specific constitution rules) be a matter for all of the trustees to decide together. Such decisions must be recorded.

## Responsibilities

1. Trustees must, with the help of the President and Council, formulate and review regularly the organisation's vision, values and long-term strategy as well as policies for its fulfilment.
2. With the assistance of the Treasurer, trustees must ensure that the Society complies with regulatory and statutory requirements and exercises overall control over the Society's financial affairs. In addition to compliance with statutory requirements, trustees should have a commitment to the development and implementation of good practice.
3. Trustees must be familiar with and keep under regular review the rules and constitution of the organisation. Any changes must be made in accordance with constitutional and legal requirements.
4. In order to develop a sound and working knowledge of the Society and to maintain the credibility of the trustee body, trustees should endeavour to keep in touch with the Society by regular communication with and/or visits to the BSSH office.

## Meetings of Council

1. Trustees should attend the three Council meetings annually, ensuring they prepare for and contribute appropriately and effectively.
2. Trustees should bring a fair and open mind to all discussions of the Council and should ensure that all decisions of Council are made in the best interests of the Society and its beneficiaries.
3. Trustees must aim to foresee and avoid conflict of interest. Where one arises, a trustee must comply with the Society's policies on managing conflicts of interest. He/she must declare an interest and absent him/herself from any discussion or vote taken on the matter. Any transaction under which the trustee will benefit either directly or indirectly must have proper legal authority.
4. Confidential information or material (relating to users, beneficiaries, members, staff, commercial business etc) provided to, or discussed at meetings must remain confidential and within the confines of the Council and must not be discussed outside the Council.
5. Trustees have a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent Council and its sub-committees. This includes the requirement for clear procedures for selection, election, training, retirement and, if necessary, removal of trustees and other Council and sub-committee members and to ensure that arrangements are followed for recruiting of all Officers and Members of Council and its sub-committees.



## Staff

1. Trustees must ensure that there is a clear understanding of the scope of authority delegated to the secretarial staff.
2. Policies and strategies agreed by Council should be expressed in unambiguous and practical terms, so that the secretarial staff responsible for implementing Council's wishes are clear what they need to do.
3. Council should act fairly and in accordance with the principles of good employment and equal opportunities practice when making decisions affecting the recruitment, appointment, appraisal, professional development, remuneration and discipline of the secretarial staff.
4. Trustees must understand, accept and respect the differences in roles between the Council, its officers and sub-committees and that of the secretarial staff. They must ensure that the honorary officers and others on Council and its sub-committees work effectively with the secretarial staff for the benefit of the Society, developing a mutually supportive and loyal relationship.
5. It is particularly important that once having delegated authority to the secretariat, trustees and Council should be careful, individually and collectively, not to undermine it by word or action.

## TRUSTEE – JOB DESCRIPTION

### Job Purpose

To further the BSSH, keeping within its charitable objectives.

### Main Tasks

1. To take part in formulating and regularly reviewing the strategic aims of the Society.
2. With other trustees, to ensure that the policy and practices of the Society are in keeping with its aims and objectives.
3. With other trustees, to ensure that the Society functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

### Main Duties

1. Formulating Strategic Aims
  - a) Consider the Society as a whole and its beneficiaries, whether as a member of the Council or any of its sub-committees.
  - b) Reflect the Society's vision and principles, strategies and major policies at all times.
  - c) Contribute specific individual skills, interests and contacts to support the Society in its activities.
2. Ensuring Policies and Practices are in keeping with Aims
  - a) Follow the Trustee Code of Conduct at all times, particularly when exercising the functions of the Council or any of its sub-committees.
  - b) Attend meetings of Council.
  - c) Reflect the trustees' policies and concerns on Council and its sub-committees.



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# BSSH

The British Society for  
Surgery of the Hand

### 3. Ensuring Best Practice

- a) Take part in the activities of Council.
- b) Be an active member of Council in exercising its responsibilities and functions
- c) Maintain good relations with the secretariat.
- d) Fulfil such other duties and assignments as may be required from time to time by Council and the Society.

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Honorary Secretary  
BSSH



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