**Role Description**

**Trustee and Board member**

**Purpose**

The role of the Trustees is to support the aims and objectives of UKSG to:

* facilitate community integration, networking, discussion and exchange of ideas
* improve members' knowledge of the scholarly information sector and support skills development
* stimulate research and collaborative initiatives, encourage innovation and promote standards for good practice
* disseminate news, information and publications, and raise awareness of services that support the scholarly information sector
* To work with other organisations with similar aims and objectives where appropriate
* To carry out the above aims with due regard to cross-sectoral balance, and to the charitable status of UKSG

## **Responsibilities**

* Ensure the effective and efficient governance of UKSG, including having appropriate policies and procedures in place, and having oversight of activities at Sub-Committee level
* Ensure the financial stability of UKSG and avoid exposing the organisation to undue risk
* Ensure that UKSG applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
* Ensure that UKSG complies with its Memorandum and Articles of Association, charity law and any other relevant legislation or regulations
* Ensure that UKSG develops and agrees a long-term strategy, defines its goals and evaluates performance against agreed targets
* Safeguard the good name and values of UKSG
* Act with reasonable care and skill, taking advice where necessary, and giving adequate time, thought and energy to the role of Trustee
* Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

**Additional activities**

* Attend and actively participates in Board meetings and online discussions
* Participate in ad hoc working groups (as a member of the Board)
* Participate in ad hoc strategic planning events and discussions

Agreed: September 2020

Date for review: September 2021