

## **JOB DESCRIPTION - BRISMES Council Members**

The British Society for Middle Eastern Studies is a registered charity (Charity number: 1161206) and a company limited by guarantee registered in England & Wales (Company number: 08747770) and is VAT registered (VAT Registration Number: 825 5681 90).

The Society has two part-time employees – a Manager and a Conference Coordinator.

It is run by a Council whose members are Trustees of the charity and Directors of the company. The Council is currently made up of Vice-President, Secretary, Treasurer and Council Members elected or co-opted from among the membership for a period of three years. Council members are required to fulfil all the duties and responsibilities statutorily required of trustees to ensure that the Society conducts itself and its business in a manner consistent with its charitable status (detailed below) and are also registered as directors of BRISMES with Companies House.

The Society's governing document can be found here:

[www.brismes.ac.uk/files/documents/BRISMES\\_Articles\\_of\\_Association.pdf](http://www.brismes.ac.uk/files/documents/BRISMES_Articles_of_Association.pdf)

### **ROLE OF COUNCIL MEMBERS**

Council members will be expected to attend Council meetings.

Together with the Officers and other Council members, they will be expected to contribute to the strategic development of the Society.

They will be expected to represent and promote the interests of the Society in any appropriate contexts and proactively to encourage membership.

They will be expected to attend the Society's Annual conference and other events as appropriate.

In April 2020, BRISMES Council agreed to the creation of subcommittees to improve the governance of BRISMES. With the exception of the *BJMES* editor and the Graduate Section presidents, each member of Council will volunteer to sit on at least one subcommittee. The committees report to Council every four months (in conjunction with Council meetings). Council members may also, with their agreement, be assigned specific duties or responsibilities by Council from time to time.

### **RESPONSIBILITIES AS A TRUSTEE**

As a trustee, you will serve on governing body of BRISMES (The Council).

There are statutory obligations associated with the position as follows:

Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

**Compliance** - Trustees must:

Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.

Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

**Duty of prudence** - Trustees must:

Ensure that the charity is and will remain solvent.

Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

**Duty of care** - Trustees must:

Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties. - See more at: <http://www.charitycommission.gov.uk/publications/cc3.aspx#b2>