

NOMINATIONS FOR BMSS EXECUTIVE COMMITTEE ELECTIONS 2018

This brief summary is intended to provide information for prospective BMSS Executive Committee Members. The BMSS is a registered charity and therefore members who are elected to the committee automatically become Trustees of this charity. To learn more about the duties and responsibilities associated with the role, this document should be read in conjunction with Charity Commission publications, particularly *CC3 – The Essential Trustee: what you need to know* <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

The Role and Responsibilities of Trustees of the BMSS

The BMSS is a registered Charity and the elected members on the BMSS Executive Committee are the Trustees of the Charity in accordance with the BMSS Constitution (<http://www.bmss.org.uk/about-archive.shtml>). In essence this means that the Trustees:-

- Are responsible for the general management of the BMSS.
- Have, and must accept ultimate responsibility for directing the affairs of the BMSS.
- Ensure compliance with the BMSS constitution, with the requirements of the Charity Commission and with Charity Law.
- Act with integrity and represent the BMSS to the public such as to preserve its good reputation.
- Avoid personal conflicts of interest with work or other activities.
- Have a duty of prudence, in particular ensuring that the Charity is and will remain solvent.
- Use BMSS funds and assets wisely and in accordance with the objectives of the BMSS as a charity.

People who can't be trustees

Some people are disqualified by law from acting as trustees. You can't be a trustee if you:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt, subject to bankruptcy restrictions or an interim order
- have an individual voluntary arrangement to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by either the commission or the high court due to misconduct or mismanagement.

What is involved in being a Trustee of the BMSS

Members who stand for election should note that the BMSS Executive Committee is a 'working committee'. Members are therefore have a responsibility to, and are expected to:

- attend committee meetings on a regular basis (4 meetings a year).
- respond to BMSS communications when required and in a timely fashion.
- actively participate in the work of the committee and its sub-committees.

- promote the BMSS, acting with integrity at all times.
- assist with events/meetings organized and run by the BMSS.

Members are actively encouraged to seek to hold an Officer post at some point during their time on the Committee (i.e. Treasurer, General Secretary, Meetings Secretary, Papers Secretary, Education Officer, Publicity Officer and Special Interest Group Coordinator). Details of the duties of these posts are available from <http://www.bmss.org.uk/about-archive.shtml>, with additional information available from the BMSS Administrator (bmssadmin@btinternet.com).

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