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Committed to promoting the development of children's nursing through evidence based information about practice and education

Appointment of Honorary Secretary Association of British Paediatric Nurses

The Association of British Paediatric Nurses (ABPN) is seeking to appoint an Honorary Secretary to the governing group of the Association.

The ABPN is a UK-based organisation for nurses working with children, with a membership of nurses in clinical practice, education, leadership and research.

The ABPN is a registered charity, Charity Number: 272731. Our website address is www.abpn-uk.com

The Honorary Secretary is an unpaid role and requires attendance at 3 meetings a year (including AGM). At present these meetings are held virtually but, as appropriate, travel expenses are reimbursed for any events/meetings attended on behalf of the Association. The current Honorary Secretary has identified that the time commitments for that role are approximately 4hrs per month (plus meetings).

The role provides an opportunity to be involved in the work of the longest established children's nursing association in the world and to help ensure that the voice of nurses working with children and young people is heard.

The Governance and Development Group is a friendly and supportive one and the new appointee will be supported in their roles by the existing committee members to provide a full induction to the responsibilities.

For further details about the roles please see the attached pack or contact katrina.mcnamara@icloud.com to arrange informal chats with the Chair. Expressions of interest will be by a brief statement and will be followed by virtual interview at a date convenient to applicants.

Closing date. 31st August 2022



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Information Pack

13th July 2022

Appointment of Honorary Secretary to the ABPN

The ABPN is seeking to appoint an Honorary Secretary to the governing group of the Association. The Honorary Secretary will be a Trustee of the Association.

The Association is the longest established children's nursing association in the world. ABPN is a registered charity, Charity Number 272731.

Our aim is to promote the development of children's nursing through evidence-based information about practice and education.

This is an unpaid role which requires attendance at 3 meetings a year (including AGM). At present these meetings are held virtually, travel expenses are reimbursed, as appropriate. Time commitments are estimated to be approximately 4hrs per month (plus meetings)

The appointee to the Honorary Secretary post will be supported by the existing postholder to provide a full induction to the responsibilities.

Association of British Paediatric Nurses

Honorary Secretary: Role Description

Key responsibilities

- Provide secretarial support to the Chair and members of the Governance and Development Group (G&D) and to ensure that trustees are provided with information to enable them to fulfil their duties and responsibilities for the proper governance of the charity
- As a trustee you will ensure that the ABPN operates in a manner which enables it to fulfil its charitable object in as effective a manner as possible

Key duties

In addition to the general responsibilities of a trustee, duties of the Honorary Secretary include the following.

- To work with the Chair and other G&D members to handle paperwork, correspondence, and bookings
- To provide administrative support to G&D and to enable trustees fulfil their duties and responsibilities for the proper governance of the charity.
- To contribute to the highest possible standards of governance by ensuring that the charity has a governance structure and its charitable objects and that these structures and the governing instruments are reviewed regularly and to submit information and the annual report to the Charity Commission as required
- To ensure the proper and efficient conduct of meetings by:
 - taking notes of meetings and circulating these to committee members in a timely manner
 - taking an active role in ensuring that G&D agendas are meaningful
 - participating in G&D meetings effectively, ensuring that G&D decisions are made in the best, long-term interests of ABPN
 - ensuring that decisions taken at meetings of G&D are implemented

Association of British Paediatric Nurses

Honorary Secretary: Role Description

Trustee Role Outline and Person Specification

Overall Responsibility

It is the responsibility of every trustee to ensure that the ABPN operates in a manner which enables it to fulfil its charitable object in as effective a manner as possible.

Specific Duties

1. To ensure that the ABPN complies with its constitution, charity law and any other relevant legislation or regulations
2. To ensure that the ABPN pursues its charitable object as defined in the constitution and applies its resources exclusively in furtherance of its charitable object.
3. To safeguard the ABPN's good name and principles
4. To maintain governance by ensuring that the Governance and Development Group:
 - Agrees the charity's strategic direction and goals;
 - Ensures that strategies for risk management are in place;
5. To ensure the financial stability of the charity.
6. To ensure the proper investment of funds.
8. In addition to the statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help reach sound decisions. This will involve scrutinising papers, participation in discussions, focusing on key issues and providing advice and guidance on new initiatives or other issues relevant to the area of the ABPN's work in which the trustee has special expertise.

Time requirements

Each individual trustee is expected to attend the Trustee meetings on a regular basis.

The term of appointment is three years.

As a trustee there is no remuneration for these positions. However, reasonable out-of-pocket expenses will be paid in line with the ABPN's current policy and practice.

Liability of Trustees

There are two circumstances in which trustees of a charity may put themselves at risk of personal liability:

- If they cause loss to the charity by acting unlawfully, imprudently or outside the term of the charity's governing document;
- If they commit the charity to debts which amount to more than its assets.

The Charity Commission states in leaflet CC3, Responsibilities of Charity Trustees, that "if trustees act prudently, lawfully and in accordance with their governing document then any liabilities they incur as trustees can be met out of the charity's resources".

Trustee Person Specification

Each trustee must:

- have a commitment to the aims of the Association of British Paediatric Nurses;
- have a willingness to devote the necessary time and effort;
- have strategic vision;
- have good, independent judgement;
- have an ability to think creatively;
- be willing to speak their mind;
- understand and accept the legal duties, responsibilities and liabilities of trusteeship;
- be able to work effectively as a member of a team;
- adhere to Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.