

Appointment of Chair and Finance Officer to the Association of British Paediatric Nurses

The Association of British Paediatric Nurses (ABPN) is seeking to appoint a Chair and a Finance Officer 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 Chair and Finance Officer are unpaid roles and require 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 postholders have identified that the time commitments are approximately 4hrs per month (plus meetings).

The roles provide 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 appointees will be supported in their roles by the existing postholders to provide a full induction to the responsibilities.

For further details about the roles please contact katrina.mcnamara@icloud.com we can arrange informal chats with existing postholders too. Expressions of interest will be by a brief CV and will be followed by virtual interview at a date convenient to applicants.

Closing date 14 February 2022.

INFORMATION PACK

Appointment of Chair and Finance Officer to the Association of British Paediatric Nurses

The Association of British Paediatric Nurses (ABPN) is seeking to appoint a Chair and a Finance Officer to the governing group 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.

These are unpaid roles which require attendance at 3 meetings a year (including AGM). At present these meetings are held virtually, travel expenses are reimbursed, as appropriate. Time commitments are approximately 4hrs per month (plus meetings)

The appointees will be supported by the existing postholders to provide a full induction to the responsibilities.

Charity Number: 272731

Association of British Paediatric Nurses

Chair: Role Description

Key responsibilities

- Provide leadership to the Governance and Development Group (G&D) and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity
- Ensure that G&D as a whole works in partnership.

Key duties

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

- To provide leadership to G&D and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity.
- To ensure 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
- To ensure the proper and efficient conduct of board meetings by:
 - chairing G&D meetings effectively,
 - encouraging all officers to participate
 - taking an active role in ensuring that G&D agendas are meaningful
 - ensuring that G&D decisions are made in the best, long-term interests of ABPN and that G&D takes collective ownership of these decisions
 - ensuring that decisions taken at meetings of G&D are implemented
- To guard the long-term future of the ABPN by ensuring that:
 - G&D sets the mission, vision, strategy and high-level policies for ABPN within the powers and restrictions in its charitable objects and governing instruments
 - G&D takes steps to monitor the performance of the charity and to ensure that ABPN satisfies all regulatory and legal compliance requirements
 - major risks to which ABPN is exposed are reviewed regularly and systems are established to mitigate these risks without ABPN becoming totally risk averse
 - ABPN has a satisfactory system for holding in trust for the beneficiaries' moneys, properties and other assets and ensure that moneys are invested to the maximum benefit within the constraints of the law and ethical and other policies laid down by G&D
 - ABPN's financial dealings are systematically accounted for, audited and publicly available
 - internal controls and systems are audited and reviewed regularly
 - G&D and ABPN are fair and open to all members in all its activities

Association of British Paediatric Nurses

Finance Officer: Role Description

Key responsibilities

- Maintain an overview of Association's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

Key duties

In addition to the general responsibilities of a trustee, duties of the Finance Officer include the following.

- Overseeing, approving and presenting accounts and financial statements
- Working with the auditor to be assured that the financial resources of ABPN meet its present and future needs
- Preparing and presenting financial reports to Governance and Development Group (G&D)
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the ABPN's strategic plans
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping G&D informed about its financial duties and responsibilities
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

Association of British Paediatric Nurses

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.