



## The Association of Anaesthetists are seeking to appoint an Independent Specialist to the Finance, Audit, Risk and Investment Committee

The Association of Anaesthetists founded in 1932, is the national professional organisation for over 10,000 members, representing the largest medical specialty in the NHS.

Trading as the Association of Anaesthetists (the Association) are two legal entities: the Association of Anaesthetists of Great Britain and Ireland (AAGBI) and its sister charitable organisation, the AAGBI Foundation, each with its own board of trustees/directors. The Finance, Audit, Risk and Investment Committee reports to both Boards and has responsibility for oversight of the consolidated financial position and for financial accounting for each of the two entities.

A strategy for engagement of Independent Specialists was adopted by the Board in 2016. Under this strategy, a number of Independent Specialists have been appointed to committees and to the Board. The Association is now seeking to appoint a second Independent Specialist to fill a vacancy on its Finance, Audit, Risk and Investment Committee.

The charity's aims are to enhance patient safety, education and research in anaesthesia.

The Association provides education, research funding, produces best practice guidelines, offers wellbeing support and provides grant-funding for international work in low income countries. We also publish the world's leading anaesthetic journal *Anaesthesia* and maintain a renowned Heritage Centre at our head office at 21 Portland Place.

### Role description

The Finance, Audit, Risk & Investment Committee plays a key role in the organisation's governance, and reports directly to the Board. Current membership of the committee includes two Independent Specialists, one of which is completing their term of office in September after four years in the role.

### About the role of the Independent specialists

The Association recognises the valuable contribution of Independent Specialists to its governance and has recruited Independent specialists with specialist skills and knowledge onto its committees and Board in recent years.

This is a voluntary role (unremunerated except for out of pocket expenses) and offers an opportunity to contribute to the strategic development of a leading medical organisation dedicated to promoting patient safety and quality of care in the UK and worldwide.

### Purpose of the role:

Independent Specialists bring expertise, judgment and balance which complement the skills of the elected Directors and Trustees. Their principal assets will be their independence and non-clinical expertise.

It is envisaged that the Independent Specialist will add value not only to the Finance, Audit, Risk and Investment Committee's work but in the organisation as a whole. There may be opportunities to become involved more widely, depending on the independent specialist's individual preferences and availability

### Responsible to: Honorary Treasurer

### Key relationships:

- Honorary Treasurer
- All Officers
- Chief Executive Officer and Senior Management
- Other staff as required

In addition, Independent Specialists may, from time to time, interact with external organisations as a representative of the Association.

### Person specification

We are keen to involve individuals with a background in finance strategy, income diversification, and business development.

### Experience and skills

Essential experience and desirable skills are shown below.

The ability to challenge constructively and rigorously and to contribute at a strategic level	Essential
Commitment to the Association and its objectives	Essential
Integrity and high ethical standards	Essential
Sound judgment	Essential
Excellent communication skills with diverse audiences and stakeholders	Essential
The ability to listen sensitively to the views of others	Essential
Willingness to acquire the expertise and knowledge to discharge responsibilities	Essential
Well informed about the environment in which the organisation operates and the issues it faces	Essential
Independence (a major contribution is to bring wider experience and a fresh perspective)	Essential
An understanding and awareness of diversity issues	Essential
Ability to attend Board sub-committees and working group meetings, conferences and key events run by the charity	Essential
Well networked in their area of expertise	Essential
Finance strategy and planning	Essential
Business development in a not-for-profit environment	Desirable
Business and performance analysis	Desirable
Investment principles and policy setting, including ethical investments	Desirable
Knowledge of other sectors, useful for the Association to learn from	Desirable

### Terms and conditions of appointment

- The independent specialist will be a full member of the Finance, Audit, Risk and Investment Committee
- The independent specialist will be subject to an application process which includes interviews and two references will be required for the successful candidate
- This is a voluntary role (unremunerated except for out of pocket expenses)
- The independent specialist must complete a declaration of any conflicts of interest

### Term of appointment:

- Following a successful interview and satisfactory reference check, the independent specialist will be appointed for an initial one year term, renewable for up to four years in total



# Association of Anaesthetists

## **Time commitment**

The dates for committee meetings are set 12 months in advance.

- The Finance, Audit, Risk and Investment Committee meet three times a year either at the Association headquarters in London, or remotely via videoconference, however facilities to join meetings remotely will be available for all meetings.
- The independent specialist is expected to attend each committee meeting. Some correspondence in between meetings is likely.

## **Induction programme**

An induction into the work of the organisation will be held.

## **How to apply**

Please submit a CV along with a cover letter to [secretariat@anaesthetists.org](mailto:secretariat@anaesthetists.org) ahead of the deadline of 5pm on Friday 25 August 2023. Interviews will be held in September via videoconference.