TRUSTEE RECRUITMENT PACK

October 2026

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WELCOME TO THE IME

Thank you for your interest in becoming a Trustee of the IME, a charity dedicated to improving education and debate in medical ethics and supporting its integration into clinical practice through education, research and publication.

For more than five decades, the IME has played a leading role in promoting the impartial study and understanding of medical ethics across the United Kingdom. Through our educational activities, grants, publications, events, and support for students and professionals, we seek to encourage thoughtful, multidisciplinary engagement with the ethical challenges that arise in healthcare and biomedical science.

As a trustee, you would join a committed and diverse Board responsible for providing strategic leadership, safeguarding the charity's values and resources, and ensuring that the Institute continues to fulfil its charitable objectives and legal responsibilities. The Board works closely with our staff, volunteers, committees, and membership to shape the future direction of the organisation and maximise its impact.

We are particularly keen to hear from individuals who share our commitment to ethical reflection in healthcare and who can bring a breadth of experience, perspectives, and expertise to Board discussions. Prior trustee experience is welcome but not essential. We value intellectual curiosity, sound judgement, collaborative working, and a willingness to contribute to the governance and development of the Institute.
Trustees have the opportunity to:

- Help shape the strategic future of a respected national organisation in medical ethics.
- Support educational initiatives that influence healthcare professionals, students, researchers, and policymakers.
- Contribute to the advancement of informed and balanced ethical debate on contemporary healthcare issues.
- Work alongside colleagues from a wide range of professional and academic backgrounds.
- Support the next generation of medical ethics scholars and practitioners through the Institute's grants, publications, and educational programmes.

Serving as a trustee is both a significant responsibility and a rewarding opportunity to contribute to an area of growing importance in healthcare and society. The Board is committed to fostering an inclusive and supportive environment in which all trustees can make a meaningful contribution.

We look forward to hearing from you.

Wing May Kong
Chair of the Board of Trustees

WHO ARE WE LOOKING FOR?

We are looking for four passionate and dedicated trustees. We are seeking people who bring sound judgement, self-awareness, curiosity and a steadying presence to Board discussions, and who can draw on their experience to support informed decision-making, constructive challenge and strategic oversight.

We are particularly interested in individuals with experience in:

- Financial management/charity finances
- Charity governance and leadership

YOUR STRATEGIC ROLE



MINIMUM TIME COMMITMENT

We expect trustees to commit to four Board meetings each year (attending a minimum of three), with additional time for reading papers and other communications. Other events, such as conferences and committee meetings, will increase this commitment.

We expect trustees to attend our Annual General Meeting each year.

Two board meetings are held in person (usually in London) and two online, each year. The meetings are scheduled for approximately 2.5 hours each time during normal office hours. Trustees are encouraged to attend in person, but a virtual option is available. It is hoped that trustees will attend all Board meetings.

New trustees will receive a full in-person induction and should expect to allocate half a day for this.

A standard term of office is five years. A trustee may normally serve up to two consecutive terms (ten years).

WHY THIS ROLE MATTERS

Trustees play a vital role in ensuring that IME fulfils its charitable purpose, operates effectively and sustainably, and continues to serve the medical ethics and law community with integrity and impact. Our members are at the heart of everything we do. Member involvement in our work starts with our Board, which includes trustees elected by our membership.

Trustees must ensure that the IME:

- Is carrying out its charitable purposes for the public benefit
- Complies with the law and its governing document
- Is well-governed and effectively run
- Uses its resources responsibly
- Acts with reasonable care and skill
- Is accountable and transparent

COMMITMENT TO DIVERSITY

The IME is fully committed to equity, diversity and inclusion, and we want this to be reflected in the diversity of our Board. We welcome applications from members from all backgrounds, identities and experiences.

We recognise the limitations of an elected governance process and that elections cannot guarantee diversity outcomes. However, we are committed to widening the candidate pipeline, making role information clear and accessible, and encouraging applications from people who may not previously have considered trustee roles. We want candidates to feel confident that prior trustee experience is not essential if they can demonstrate the skills, insight and values needed to contribute effectively at Board level.

COMMITMENT TO THE HIGHEST ETHICAL STANDARDS

Trustees are expected to uphold the highest standards of integrity and honesty and to champion a culture where the IME acts ethically, transparently and responsibly. We pride ourselves on doing the right thing in the right way. This starts at the recruitment stage which is why we ask questions on the application form regarding your disciplinary and investigative history; being subject to these acts does not necessarily exclude you from standing as a Trustee and you have the opportunity to explain further within the application form. The answer to this question will remain private and only seen by the CEO and Executive Committee.

DUTIES OF A TRUSTEE BOARD MEMBER

We take good governance seriously. The statutory duties of a trustee board member are to:

- Ensure the IME complies with our governing document (our Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that the IME pursues the objects defined in our Articles of Association
- Ensure IME's resources are only used to pursue these objects. We must not spend money on activities which are not included in the objects, however worthwhile they may be
- Actively contribute to the board of trustees by giving firm strategic direction. This includes setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of the IME
- Ensure the financial stability of the IME

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- leading discussions
- identifying key issues
- providing advice and guidance on new initiatives
- evaluating or offering advice on other areas in which the trustee has expertise.

This is a voluntary role and trustees receive no remuneration. Trustees can claim expenses in line with the IME's expenses policy. Expenses can be claimed to cover the costs of attending Board and committee meetings and other IME events if they are necessary for the fulfilment of the trustee's duties.

PERSON SPECIFICATION

Each trustee must have:

- a demonstrable commitment to the mission of the IME, including a commitment to equity, diversity and inclusion
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to provide constructive challenge
- an understanding and acceptance of the legal duties and responsibilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of IME

THE TIMELINE

23 October 2026	Applications go live
6 December 2026 (11.59pm)	Applications close
w/c 7 & 18 December 2026	Shortlisting
21 December 2026	Voting opens
17 January 2026	Voting closes
19 January 2026	Approve successful elections

HOW TO APPLY

1. Review the Trustee Recruitment Pack and Code of Conduct that includes the role description, person specification, what we're looking for, and expected time commitment.

2. The candidate completes the online form which is reviewed, along with the cancidates CV, for suitability by the Trustee Board. Those being selected will be presented to the IME membership for voting

Applications must be submitted by **6 December 2026**. We are unable to accept late applications.

To support a fair and informed election process, candidates will be asked to provide information in a consistent format. This will help members consider candidates on an equitable basis and understand how applicants' skills, experience and perspectives could contribute to the Board's overall effectiveness, diversity and resilience.

TRUSTEE JOB DESCRIPTION

A member of the IME Board of Trustees will be expected to perform a number of tasks including:

Legal Requirement

1. Ensure that the charity pursues its objectives as set out in the governing document
2. Read and understand the constitution/governing document
3. Act at all times in the interest of the beneficiaries
4. Understand the legal responsibilities of the Board of Trustees
5. Ensure the charity acts within the law; as an employer, in respect of equal opportunities, meeting health and safety requirements, as a charity, and so on
6. Ensure that all money and assets are prudently managed and used in pursuit of the objectives of the charity
7. Make sure that money is spent on the purposes for which it was given
8. Ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its beneficiaries and others as required
9. Work jointly with other trustees
10. Ensure that the charity manages its affairs reasonably and properly
11. Work in the interest of the charity, and not for personal gain.
12. Ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence.

Other Duties

Vision & Direction

1. Understand and be committed to the vision, mission, and values of the charity and ensure that the charity pursues its strategies to deliver against the vision and mission.

Financial Duties

1. Read and understand the financial information provided about the charity and ensure that the finances are sound and properly managed.
2. Ensure that resources are used efficiently and economically

As an Employer

1. Ensure that the charity is a good employer of its paid and voluntary staff
2. Where paid staff are employed, appoint the CEO
3. Supervise and support the CEO

Evaluation

1. Monitor and evaluate the work of the charity on a regular basis

Insurance

1. Make sure that the organisation is properly insured against all reasonable liabilities

Assets

1. Make sure that any premises and equipment are properly looked after
2. Ensure that investments and cash balances are managed properly

Effectiveness

1. Work with the other members of the board to form an effective governing body for the charity
2. Attend meetings and read papers in advance of the meetings
3. Attend sub-committee meetings as appropriate
4. Participate in other tasks as they arise from time to time
5. Stay informed about the activities of the charity and wider issues, which affect its work