



THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS

ROLE DESCRIPTION – Vice President Membership and Deputy Vice President Membership (January 2025)

In addition to the general responsibilities of the Trustees (see below) the Vice President Membership and Deputy Vice President Membership have additional roles:

Vice President Membership

The VP Membership shall hold office for two years from the time of the Annual General Meeting.

Main responsibilities (with reference to the Mission Statement of BAUS):

1. Membership and Workforce

- To be the Trustee lead for BAUS activities relating to the delivery of strategic objectives for Membership – including membership retention, growth and membership benefits. [Reference – the 2023-2026 Strategic Plan.](#)
- To report to the Board of Trustees and to Council.
- To chair meetings of working groups (as appropriate). The membership working group is currently developing proposals for future membership fees (for confirmation at AGM) and the development of a unified plan for registration fees at BAUS meetings and events. This will require close liaison with the Education Steering Group.
- To provide a point of contact between BAUS members and the Board of Trustees regarding membership related matters.
- To review data on membership trends and report to the Board.
- Oversight of BAUS Workforce activities.

2. Finance & Risk

- Oversight of the Risk Register (with the Deputy VP Membership).
- To be instrumental in the development & implementation of financial, reserves and investment policies.
- To present the accounts at the AGM, drawing attention to important points in a coherent & easily understandable way.

Key working relationships: Deputy VP Membership, Regional Council Members and Lead Regional Council Trustee, BAUS Sections, BAUS Workforce Lead, CEO, COO, BAUS Communications Manager, Project Manager.

Committee memberships: Board of Trustees, ex officio on BAUS Council, Membership Working Group.

Deputy VP Membership

The Deputy VP Membership shall hold office for two years after which they shall proceed to VP Membership at the Annual General Meeting without a vote being necessary for this conversion.

The Deputy VP Membership will support the VP Membership in fulfilling their responsibilities (set out above) and will deputise for the VP Membership as required.

GENERAL RESPONSIBILITIES FOR BAUS TRUSTEES

Overall Purpose

The board of trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

Main Responsibilities

- To ensure that BAUS, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects and provide public benefit.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects which are to promote the highest standard in the practice of Urology for the benefit of patients by fostering education, research and clinical excellence.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.



- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.

Please note: Candidates should ensure they consider the time commitment required for these roles. Details of meeting dates arranged so far for 2025 are shown at [Annex A](#) as an indication of time commitments.

BAUS Trustee meetings arranged for 2025 and 2026 (as at 5 February 2025)

Mon 27 Jan 2025	Trustees	11:00 - 16:00 face to face BAUS HQ (Philip Leverhulme Room)
Tues 28 Jan 2025	Trustees	BAUS 80th Celebration Lunch - 13:00 at The Petersham, London
Fri 16 May 2025	Trustees	11:00 to 16:00 face to face BAUS HQ (Philip Leverhulme Room)
Mon 22 Sep 2025	Trustees	11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)
Tue 14 Oct 2025	Trustees	17:30 to 19:00 via Zoom (Finance review)
Mon 17 Nov 2025	Trustees	11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)
<i>Fri 23 Jan 2026</i>	<i>Trustees</i>	<i>11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)</i>
<i>Fri 15 May 2026</i>	<i>Trustees</i>	<i>11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)</i>
Mon 3 Feb 2025	Council	11:00 to 16:00 face to face at BAUS HQ (all 4) 15:00 to 17:00 followed by Council Dinner at Fumo Manchester
Sun 15 Jun 2025	Council	7:00pm
Tue 23 Sep 2025	Council	11:00 to 16:00 face to face at BAUS HQ (all 4)
<i>Tue 27 Jan 2026</i>	<i>Council</i>	<i>11:00 to 16:00 face to face at BAUS HQ</i>
Fri 28 Feb 2025	ASG	10:30 to 13:30 face to face at BAUS HQ (Philip Leverhulme Room)
Thu 13 Mar 2025	ESG	15:00 to 17:00 via Zoom

Please note:

1. Remaining ASG and ESG meeting dates for 2025 have not yet been confirmed.
2. All Trustees sit on one of the BAUS Committees – this will involve an additional 2/3 meetings per year, one of which will be face to face.