



# Job Description, Role and Duties of the President

## Accountability

The President is accountable to the BSSH Council, Members and, as a Trustee to the Charity Commission and the public at large. It is important to understand and agree with the important responsibilities and legal requirements of a charity trustee before taking on this role. To find out more, please see the [Charity Commission's Essential Trustee guide](#).

## Appointment and term

Nominated by Fellows of the Society, voted for by Council Members in an anonymous vote using a single transferrable voting methodology and elected by BSSH members. The successful candidate is proposed, on the recommendation of Council, to the Society's voting Members for election at the following Annual General Meeting.

On the January after election, the successful candidate joins the presidential line and becomes a Trustee of the BSSH for the duration of this tenure.

The President serves for two years before their presidential term as Vice President Elect (Year 1) and Vice President (Year 2). The third year is the presidential term. The President then serves for the fourth year as the Immediate Past President.

For example, the timeline for the successful candidate of the 2029 presidency will be:

- Elected by Members at the AGM in November 2026
- Vice President Elect: 1<sup>st</sup> January – 31<sup>st</sup> December 2027
- Vice President: 1<sup>st</sup> January – 31<sup>st</sup> December 2028
- President: 1<sup>st</sup> January – 31<sup>st</sup> December 2029
- Immediate Past President: 1<sup>st</sup> January – 31<sup>st</sup> December 2030

Presidents are not eligible for re-election.

## Duties

### BSSH Strategy

- Oversee the development, delivery and review of the Society's strategy

### Leadership

- Deal with all and any correspondence and approaches from outside individuals, agencies and organisations
- Deal with all and any crises, threats and issues, calling upon Council and past officers for support and advice
- Notice and resolve any conflict at member, officer or secretariat level using the appropriate procedures
- Proactively promote diversity and sustainability
- Ensure fair and reasonable workload, and dignified working relationships for the Secretariat
- Set aside personal relationships and loyalties in the interests of the BSSH

### Scientific Meetings

- Work with the BSSH Secretariat and other stakeholders to deliver the BSSH Scientific meeting
- Prepare programme
- Recruit speakers and chairs
- Promote gender, race age, plastic/ortho and geographical diversity
- Work with the Research Committee to ensure that the abstract selection is consistent with meeting goals and content
- Choose Eponymous lecturers as appropriate
- Attend full meeting as appropriate

### Professional Liaison

- BOA
  - Annual Congress
    - Delegate to Education Committee to organise the BSSH session
    - Delegate to Research Committee to assess abstracts for hand topics
  - Attend or send deputy to BOA Specialist Society Committee
  - Future Leaders Programme – take part in scoring applications
- Other Societies
  - Attend as representative or send deputy when BSSH is invited e.g. IFSSH, ASSH, FESSH

## Writing

- BSSH Newsletter
  - Every month
  - Write introduction
  - Invite material
  - Curate material which is offered with support from the BSSH Communications Manager
- Journal of Trauma and Orthopaedics
  - Provide or delegate speciality update once or twice each year

## Council/Annual General Meetings

- Prepare agenda for each Council meeting (currently 4 a year) in liaison with Secretariat
- Chair Pre-Council Meeting agenda run through meeting
- Ensure each work stream is maintained and progressed between meetings
- Check minutes
- Chair Council meetings in presidential year
- Support the BSSH Trustees and attend Council meetings in pre and post presidential years
- Chair the EGM and AGM

## Financial Audit and Risk (FAR) Committee

- Attend the FAR committee (currently twice a year)

## BSSH Committees

- Attend or send deputy to each BSSH Committee meeting
- Proactively manage succession planning and take part in interviews for incoming Committee Chairs

## Administrative

- The President may be an authorised signatory on the bank accounts and investments.
- To inform the Secretariat of holidays or periods of unavailability and ensure a suitable individual, usually the Vice President, is standing in
- To be aware that some BSSH issues may need addressing and documents may need signing at short notice
- To ensure that matters arising and outstanding/on-going issues are addressed within a reasonable time scale
- To take note of professional advice received from Solicitors, Accountants, Human Resources and the like

## Other

- Take part in the appraisal process for the Secretariat.

## Time Commitment

It is difficult to quantify the exact number of hours the President will need to spend on the role, and this will vary throughout the year. It is however a busy role which extends before and beyond the presidential year itself.

The BSSH President has the following meeting commitments:

- Four Pre-Council agenda run through meetings (evening usually 1 hour)
- Four Council meetings (three full day and one-half day)
- Two Financial Audit and Risk Committee meetings (half day maximum)
- Two BSSH Committee days (full days)
- 2 x two-day Scientific meetings (subject to change)
- 2 x two-day Instructional Courses in Hand Surgery
- One day for secretariat appraisals
- A weekly or fortnightly meeting with Head of Secretariat. (usually one hour max.)
- AGM/EGM (approximately one hour each)

It is recommended that the President also has the administrative capacity to:

- Undertake general administration (write personal letters of thanks etc)
- Lead the development of the programme and educational content for the scientific meetings
- Check minutes of meetings for accuracy
- Write the bi-monthly bulletin foreword
- Take part in Interviews for incoming Committee Chairs
- Score awards and bursaries as appropriate
- Deal with any unplanned issues that arise. This is in conjunction and with the support of the Secretariat and other BSSH Trustees