

## Role Description: MEMBER

### *Background*

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to promote the understanding and application meteorology for the benefit of all**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological Societies. The Society promotes equality, diversity and inclusion to create greater opportunity for any individual to fulfil their potential, irrespective of their background or circumstances. We would therefore strongly encourage women and members of under-represented groups on Council to apply.

### *Role*

Members of Council are nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Member of Council serves as a Trustee of the Society (see Annex A detailing the Code of Conduct of Trustees Role). Trustees play an important role in helping to shape and develop the future direction of the organisation and have responsibility to oversee activities to safeguard the Society.

### *Responsibilities*

The main responsibilities of Members are to:

- attend three meetings of Council each year;
- actively engage and contribute to Society affairs. Each member of Council may be asked to take on specific responsibilities to forward the aims and objectives of the Society. These may be one-off activities (representing the Society at a national event, working with a Meeting Manager to help deliver a meeting) or a continuing activity or involvement with a project;
- be willing to support the delivery of the Society's strategy;
- contribute to and respond in a timely way to Council communications on a range of issues (responding to consultations, approval of accounts, etc);
- act as an Ambassador for the Society by promoting membership, aims and activities as and when the opportunity arises;
- attend the Society's Annual General Meeting, usually held May each year.

In addition to the specific roles defined here, Members may take up membership of whichever of the Society's committees they wish to become involved with.

### *Requirements*

The successful candidate will ideally have:

- a commitment to the purpose, objects and values of the organisation as a charity;
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- ability to maintain confidentiality on sensitive and confidential information;
- a willingness to devote the necessary time and effort, and an ability to complete tasks in timely manner.

In addition, it would be desirable if the candidate has:

- understanding of the organisational and financial position of the organisation;
- experience in different sectors of meteorology;
- an ability to analyse information and, when necessary, challenge constructively;
- experience or knowledge of the charity or voluntary sector;
- an ability to think strategically without becoming too involved in the detail;
- experience of developing or delivering equality, diversity and inclusion initiatives.

### *Term of Office*

A Member serves a three-year term of office.

### *Support*

The role will be supported by the Chief Executive and the Executive Team. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.

## **Annex A: Code of Conduct of Trustees Role**

All trustees:

- are committed to the charity's cause and have joined its board because they want to help the charity deliver its purposes most effectively for public benefit
- recognise that meeting the charity's stated public benefit is an ongoing requirement
- understand their roles and legal responsibilities, and, in particular, have read and understand:
  - the Charity Commission's guidance [\*The Essential Trustee \(CC3\)\*](#)
  - the charity's governing document - Charter and By-Laws
- are committed to good governance and want to contribute to the charity's continued improvement.