

Trustee without Portfolio

Meetings and Committees:

As a Trustee of the Nutrition Society and a Director of the company the Trustee without Portfolio will attend the three meetings of the Trustee Board held each year (traditionally held in January, April, and October). The Trustee without Portfolio will also attend the three meetings of the Society's Advisory Council, which are held the day before the three Trustee Board meetings. At the Advisory Council meeting the Trustee without Portfolio will deliver a report concerning their activities, and also deliver a supplementary report to the Trustee meetings if required.

The Trustee without Portfolio will also attend the Society's Annual Charity Meeting and Annual General Meeting.

The Trustee without Portfolio as a Trustee is an ex-officio member on all the Society's committees.

Responsibilities:

The Trustee without Portfolio is responsible for:

- 1. Supporting the activities of the Societies officers, President and CEO by completing requested/proposed tasks as needed.
- 2. Forming and/or participating in 'Task and Finish Groups', or Task Forces as required to help deliver the strategic objectives.

Key Skills:

	Diplomacy
x	Networking
	Team Building & Collaboration
	Attention to detail
	Delegation
х	Organisational skills / Multitasking
	Reviewing / Providing feedback
	Time management / priority setting
	Sectoral Knowledge
x	Societal Knowledge
x	Effective Communication Skills
	Editing and Writing Skills
	Commercial knowledge //
x	Risk Taker/ Abstract thinker/Investigative
	Leadership
	Budget Management