

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