



Trustee Directors

About us

The Company of Biologists (CoB) is a registered charity and company trading in the Academic Life Sciences sector. CoB was established for the general advancement and promotion of biology in all its branches. Towards this goal, CoB owns and publishes scientific journals, (Development, Journal of Cell Science, Journal of Experimental Biology, Disease Models and Mechanisms, Biology Open) distributes grants, and hosts scientific workshops. CoB is committed to the widest possible dissemination of the research it publishes to the greatest number of people who can benefit from it, irrespective of their ability to pay, and to educational and charitable initiatives that seek to build awareness of the tremendous importance of developments in life sciences in all our lives. As CoB approaches its centenary in 2025, this is an exciting time to join us.

To find out more about The Company of Biologists, please visit our website www.biologists.com.

Governance

The Board of Trustees is responsible for the overall strategy and direction of CoB, delegating day-to-day management and decision making to a senior management team. The Board meets quarterly to maintain oversight of CoB's performance, approve new business initiatives and ensure that management is acting in accordance with agreed strategy.

Trustee Committees have been established and a summary of their key responsibilities are set out below:

Finance and Operational Performance Audit Committee - Responsible for oversight of financial reporting, regulatory compliance, internal systems and controls, risk management and the effectiveness of external audit processes.

Investments Committee - Responsible for advising on investment policy, strategy and overseeing the performance of CoB's investment managers.

Nominations Committee - Responsible for revising the composition of the Board, recruitment of new Directors and succession planning for the Board.

In addition there are sub committees for Grants, Sustainable conferencing and Workshops, which are responsible for allocating funds in response to applications, and advisory groups for each Scientific Journal.

The Role

The Board now wishes to appoint new Trustees to replace those who will be stepping down in the period 2025-26. They are seeking Trustees in relevant scientific disciplines, as well as non-scientific Trustees who have experience of strategic oversight and management and/or leadership in professional services, specifically in IT and technology. We are particularly looking for someone with an interest in cell biology.

Trustee Directors are expected to:

- utilise their knowledge and experience to further CoB's interests;
- act as a representative for CoB with key stakeholders;
- provide guidance on the progress and policies of the organisation;

Additionally, the successful applicants will:

- have an interest in CoB's science vision, mission and strategy;
- be able to advise on organisational best practice and progressive policies;
- be a strategic and creative thinker;
- have experience of successful leadership in an academic, research or commercial environment;
- if a scientist, be recognised in the UK and internationally as a leader in their field;

Recent experience as a member of an executive or non-executive board or committee would be an advantage.

We particularly welcome applications from women and/or candidates from minority ethnic backgrounds for this vacancy as they are currently under-represented at this level in our company.

Key duties and responsibilities

The responsibilities of Trustee Directors at The Company of Biologists are those common to all charities. These include:

- attending Board meetings adequately prepared to contribute to discussions;
- guaranteeing that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- approving operational strategies and policies and monitoring and evaluating their implementation;
- ensuring that the organisation uses its resources appropriately in furtherance of its charitable purposes;
- ensuring the effective and efficient administration of the organization;

- ensuring sound financial management and the long-term stability of the organisation, the protection and management of the charity's property, and the proper investment of the charity's funds;
- safeguarding the organisation's reputation and values and to understand, be committed to, and promote its objectives;
- observing fully the Trustee Code of Conduct, participating actively in systems for performance review and continually striving for the highest standards of governance.

Trustee Directors should be able to make a commitment of 10 days per annum to prepare for and attend meetings (Board and committee) in London and Cambridge. Virtual attendance at some meetings is possible.

The position is voluntary, but expenses are reimbursed.

Application process

To apply, please send a covering letter and a personal statement of no more than one page, detailing why you are interested in becoming a Trustee Director for CoB and explaining your suitability for the role, together with your CV to Katie.Ward@biologists.com by 27 September 2024.