

Role and Responsibilities of Committee members

ADI is both an incorporated company and a registered charity, and the Committee is its Board of Directors and Board of Trustees. All Committee members are therefore directors and trustees of ADI (and will be listed as such on the registers held by Companies House and the Charity Commission). Committee members play a vital leadership role and are collectively responsible for the governance and overall management of the organisation.

Each Committee member must:

- Seek to further the objects of the Association as stated in the Constitution – “to advance education in the field of dental implantology for the benefit of the public”
- Uphold ethical and professional standards of behaviour and exhibit high standards of integrity, commitment and independence of thought and judgment
- Comply with the Committee Code of Conduct and Conflict of Interest Policy
- Dedicate sufficient time, energy and attention to ensure the diligent performance of his or her duties, including attendance at Committee meetings

There is also the opportunity to sit on one or more ADI sub-committees and working parties that are formed to deal with specific projects and activities.

As serving on the ADI Committee is a voluntary role, the ADI is unable to provide a fee or cover professional costs for any time Committee members take out of work as a result of Committee commitments such as to attend Committee meetings. ADI will of course reimburse reasonable travel/accommodation expenses related to Committee meetings.

Responsibilities as a company director

As a director of a limited company, you must:

- Try to make the company a success, using your skills, experience and judgment
- Follow the company’s rules, shown in its Articles of Association (Constitution)
- Make decisions for the benefit of the company, not yourself
- Keep company records and report changes to Companies House and HM Revenue and Customs (this is delegated to the Executive Director who acts as Company Secretary)
- Make sure the company’s accounts are a ‘true and fair view’ of the business’ finances

ADI hires staff to manage its operations, and seeks professional advice as appropriate from accountants, solicitors and investment managers, but you are still legally responsible for ADI’s records, accounts and performance.

(For more details see <https://www.gov.uk/running-a-limited-company>)

Responsibilities as a charity trustee

There are six main duties of a charity trustee:

1. Ensure the charity is carrying out the purposes for which it is set up, and no other purpose
2. Comply with the charity’s governing document and the law

3. Act in the charity's best interests
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure the charity is accountable, i.e. it complies with statutory accounting and reporting requirements.

Although the charity might run up debts or other liabilities as a result of decisions you make, you and the other trustees will not be personally liable if you have:

- acted lawfully, responsibly and reasonably
- followed the rules in the charity's governing document
- taken reasonable steps to manage risks

(For more details see <https://www.gov.uk/charity-trustee-whats-involved>)

The Charity Commission website contains a wealth of useful information about trusteeship and the management of charities – see:

<https://www.gov.uk/government/organisations/charity-commission>

Eligibility

Please note that you are legally eligible to be a charity trustee provided that none of the following apply:

- You have an unspent conviction for an offence involving dishonesty or deception
- You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- You have an individual voluntary arrangement (IVA) to pay off debts with creditors
- You are disqualified from being a company director
- You are subject to an order made under section 429(2) of the Insolvency Act 1986
- You have previously been removed as a charity trustee due to misconduct or mismanagement
- You have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)