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| **Role title:** | The MPS: Foundation Board Member | **Responsible to:** | Chair of The MPS Foundation Board  |
| **Division:** | Council  | **Department:** | N/A |
| **Direct Reports and Level:** | 0 direct reports  | **Scope:** | Refer to the Terms of Reference (**ToR**) of The MPS Foundation (**MPSF**) |
| **Scale:** | Global Reach |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | N/A  | **Role Family** | N/A |
| **Remuneration** | £4,133 PA |  |  |

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| **Overall Role Purpose** |
| The MPS Foundation is a research Foundation that supports research into patient safety and the wellbeing of healthcare teams across the globe. The MPS Foundation Board is responsible for the long-term governance of The MPS Foundation on behalf of MPS Council and the directors of MPSF (the **Board**) direct and oversee the long-term running and strategic direction of MPSF. Board members are appointed to The MPS Foundation Board under its Terms of Reference. They will also provide advice and insight on patient safety and healthcare wellbeing research matters for consideration by MPS’s Council and Executive. As a Board member, you will help to provide that advice and insight as well helping the Foundation to hear and understand the voice of MPS’s members as set out in the ToR (Appendix A). The Board meets at least 4 times a year.  |

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| **Accountabilities**  | **Measures of Success/KPI’s** |
| **Strategic Leadership** * Provide advice and insight on global matters relevant to The MPS Foundation to inform the development and delivery of The MPS Foundation’s strategy and the ToR.
* Build and demonstrate stature and reputation with members, public, government and medical/dental bodies to support and assist the Executive in marketing The MPS Foundation to MPS members, researchers and the wider profession in the UK and overseas
 | * Identification of emergent risks
* Quality advice and insight
* Feedback from Chair of Board.
* Annual Board Performance Assessment
 |
| **Financial*** Provide insight and advice to enable The MPS Foundation to deliver its annual plan and long-term strategy within budget, whilst limiting financial exposure via risk mitigation.
* Participate in the final selection of Research Grant Recipients, Commissioned Research and Research Competition Winners. Ensure that The MPS Foundation follows its procedures and achieves value for money.
 | * Expenditure Vs plan
* Performance of Grant Recipients
* Performance of Commissioned Research
 |
| **Member*** Participate in The Board and constructively challenge and contribute to the development of the advice and insight provided to The MPS Foundation’s strategy and plans.
* At all times act in the best interest of members through personal understanding and empathy with members’ professional activities and maintain good relationships with members insofar as there is no conflict with MPS’ rules and interests.
* Represent The MPS Foundation at conferences and/or other events where appropriate
* Remain abreast of trends in patient safety, clinician wellbeing and research practice and share information about professional developments which may impact The MPS Foundation now and in the future.
 | * Member awareness of The MPS Foundation
* Geographical and professional coverage of Grant Applications
* Volume of Grant and Competition Applications
 |
| **People*** Contribute to the agenda for meetings proactively focusing on key issues impacting The MPS Foundation now and the future
* Prepare for all meetings to enable the Board to operate effectively and give appropriate advice on patient safety, clinician wellbeing and research matters to support the success of The MPS Foundation for the benefit of its members
* Contribute to the meetings ensuring the appropriate conventions of the meeting are followed, respect the opinions of the diverse Board.
 | * Board Effectiveness Assessment
 |
| **Risk*** Develop and maintain external relationships with government, competitors, research institutions, medical/dental institutions and support the Executive in fostering strong relationships with such key stakeholders as may be appropriate and in the interests of The MPS Foundation
* To provide insight and advice on risks to The MPS Foundation.
 | * Stakeholder feedback
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | N/A(internal only) |
| Building Capability in Self and Others |
| Influencing Others |
| Collaborating for Results |
| Leading Self and Others |
| Commercial and Risk Thinking  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Knowledge of clinical and non-clinical developments in healthcare and/or dentistry and their potential impact on The MPS Foundation’s business
* Knowledge of global healthcare and dentistry environments
* Knowledge and understanding of private healthcare and dental practice globally
* Knowledge of structural changes in dental and healthcare, clinical practice, healthcare and dental regulation and legislation
* Knowledge of patient safety, clinician wellbeing
* Knowledge of research practice and methodologies
 | * Skilled in the stakeholder engagement and member communications
* Able to think and act strategically.
* Able to think in a global rather than a local context.
* Able to consider issues from a Member, Client and organisational perspective rather than just their own area of specialism or interest.
* Skilled at collaborative working and working with colleagues and stakeholders to achieve results.
 | * Experience of at least one of the following:
	+ Practising or have practised dentistry
	+ Practising or have practised medical professional
	+ Working professionally in a private sector healthcare environment
	+ Conducting or managing research into areas of patient safety and patient care
	+ Conducting or managing Research into clinician wellbeing
	+ Experience of working in or for a research Foundation
 |
| **Desirable** | * Ability to forecast likely developments, based on experience, that could impact positively or negatively on the The MPS Foundation.
 |  | * Experienced in working in a research environment
* Knowledge of a specialist area of healthcare and/or dental practice that widens the knowledge base of the Board
* Contributed to research committees at local and/or national level
* Knowledge and understanding of the medico and dento-legal landscape and current challenges
* Previous experience as a non-executive director to a board
 |

**Appendix A**

### MPS Foundation Governing Board

### Terms of Reference

### Purpose

The Board is responsible for the long-term governance of the MPS Foundation on behalf of MPS Council.

### Authority

The Board has the authority to direct the long-term running and strategy of the MPS Foundation, delegated from Council, in accordance with these Terms of Reference.

### Membership

Appointment to and membership of the Board is at the direction and discretion of Council of MPS There shall be between 5 and 9 members of the Board at any time, of whom more than half must be members of MPS Council or be employed by MPS. The Chair will be a Council Member.

### Quorum

A quorum shall be 5 Board members, of which more than half must be members of the MPS Council or be employed by MPS. The Board shall be chaired by the Chair, or such other member as they nominate. In the absence of the Chair or the Chair’s nominee in any given meeting, the Board shall decide which member shall act as its Chair.

All members of the Committee shall be advised of the business to be transacted at any meeting even if they are unable to be present.

### Frequency of meetings

The Board shall meet at least quarterly. In 2022, its meetings shall be in January, April, July and October.

Attendance at Board meetings will usually be in person, or by video or telephone at the Chairman’s discretion.

### Remuneration of Committee members

Board members may be entitled to remuneration for their role on the Board, which will be determined from time to time by the Council of MPS.

### Duties

The Board will:

* Review and approve MPS Foundation’s long-term strategic plan.
* Review and approve MPS Foundation management’s plans to implement key strategic initiatives.
* Review MPS Foundation’s financial budgets and monitor actual financial performance.
* Review and monitor all other actual key business performance metrics.
* Responsible for MPS Foundation Risk Appetite and risks associated with its activities.
* Approve the MPS Foundation’s annual budget.
* Approve and oversee:
	+ Grant programmes and subsequent award decisions;
	+ Partnerships with third parties;
	+ Annual research priorities; and
	+ Research competition criteria and subsequent awards.
* Champion the work of MPS Foundation within countries and professions by:
	+ Encouraging participation in MPS Foundation programmes and activities; and
	+ Raising the profile and disseminating the results of MPS Foundation.
* Provide insight into latest thinking in Patient care, safety, outcomes and clinician well-being.
* Represent the views of Council to the MPS Foundation team.
* Report MPS Foundation's progress and activities to Council.

### Attendance and advice

MPS’s CEO will normally at its invitation attend meetings of the Board. Management, advisers or any other person the Board requires may also attend Board meetings, at the invitation of the Board.

The Board will consider instructing such advisers as it sees fit to assist it to fulfil its duties.

### Reporting

The minutes of meetings of the Board, detailing the discussions held and recommendations made, shall be recorded as soon as possible and sent to the Chair for review before being approved by the Board at the next meeting. The minutes shall also be shared (either in draft or final form) with Council for information at the following Council meeting.

### Review

Members of the Board will review these Terms of Reference on an annual basis, and the Chair of the Board will recommend any necessary changes to Council.

Members of the Board will also review the Board’s and their own performance and the Chair shall recommend any training requirements to the Board.

Last updated: August 2021