

Job Description for BSACI President-Elect /President

Overview

The post holder will be an elected Trustee of the Society and, together with the other elected trustees, will exercise the statutory responsibilities required of all charity trustees relating to good governance. The essentials of what it means to be a trustee can be found [here](#). The Board of Trustees share ultimate responsibility for governing the charity and directing how it is managed and run.

Together with the other elected trustees, the President provides overall strategic direction of the BSACI as it pursues its mission of improving UK allergy services, workforce and care, through education, training and research.

Purpose and responsibility of the role

The successful candidate will become President-Elect (also known as Director/Trustee) for one year prior to taking up the role of President. It is one of eight BSACI Board of Trustees members.

The President is responsible for matters relating to the BSACI, ensuring that the Society, in conducting its business, meets the legal requirements of the Charity Commission for England and Wales. This includes overall responsibility for corporate governance consistent with legislation and best practice, legal issues, finances and human resources.

The President is responsible for developing the strategic direction of the Society, with the Board of Trustees, and overseeing its successful business planning and delivery with the CEO.

The President is the highest serving Officer and is expected to represent the Society both in the UK and abroad.

The tasks associated with the position include;

- Raising the profile of the BSACI and allergy and enhancing its impact and influence; being the figurehead for the BSACI.
- Advocating for high standards of healthcare for allergy patients and for those professionals delivering high-quality care for allergy patients.
- Development of successful working relationships with Ministers and the Department of Health; senior officers of the Medical Royal Colleges; international BSACI partners such as the American Academy of Allergy, Asthma, and Immunology (AAAI), European Academy of Allergy and Clinical Immunology (EAACI), World Allergy Organization (WAO).
- As the BSACI spokesperson the President will be required to engage with the media on matters of public or professional interest involving the practice of allergy and clinical immunology.
- Leading, chairing and developing the Board of Trustees, BSACI Council; chairing and representing the BSACI at other meetings as required of the role.

- Work closely with the BSACI CEO supporting, motivating and constructively challenging them in their role.
- Giving lectures on allergy in response to invitations by BSACI and external organisations.

Tenure

The President-Elect serves one year in office shadowing the President prior to taking up the position of President for three years. Automatically the postholder then steps into the Past-President position for one year thereafter with an option of staying on a further year if they so wish.

Time commitment

A two-hour monthly Board of Trustee meeting.

A three-hour council meeting three times a year.

An hour meeting with the CEO twice a month.

The President will be expected to attend and represent the society at other meetings in between the internal meetings above.

It is envisaged the postholder will also spend around two–three hours per week on Society business.

Officer Duties in addition to the above

Chair the meetings of the Board, Council and the AGM.

The President is an ex-officio member of all of the Society's committees, working groups and representative groups.

Remuneration and expenses

Reimbursement of travel costs for attending each meeting.

Candidates wishing to stand for office should be aware that it is their duty to obtain advance agreement from their employing authority that they will be given adequate time to perform BSACI duties, in the context of activities recognised by the Department of Health as being in the wider interests of the NHS.

Person Specification [Essential]

Personal attributes

- Strong commitment to BSACI objectives and priorities
- Possess high ethical standards
- Pragmatic, independent and impartial
- Willingness to listen and accept the views of others, is open and self-aware

Leadership [to support good governance and effective decision-making]

- Knows when to lead and when to follow
- Ability to overcome barriers and identify solutions
- Ability to inspire and motivate others to maximise their abilities
- Displays integrity and leads by example

- Maintains a focus on reaching the decisions required
- Takes personal responsibility and encourages others to do the same
- Acts as an ambassador of BSACI externally

Strategic thinking

- Ability to demonstrate business acumen when considering new opportunities
- Has a grasp of the need to evaluate and balance risks and benefits when reaching decisions
- Able to raise innovative and creative suggestions for board consideration

Interpersonal skills

- Ability to solve problems, identify potential conflict, and build constructive relationships with fellow Trustees
- Strength of character to seek out and obtain satisfactory responses to board matters
- Communicates with clarity, objectivity and brevity, articulating views without dominating discussions
- Supports principles of collective decision-making
- Promotes trust and effective working relationships with other trustees, staff, members and external stakeholders

Sound Judgement

- Ability to consider arguments, interpret and analyse sometimes conflicting information, to form conclusions and an appropriate course of action.

All members of BSACI committees and working groups are required to familiarise themselves and comply with the BSACI policies available on the BSACI website [here](#). In addition, trustees will be required to complete a Declaration of Interests online form annually in conjunction with the BSACI Conflicts of Interest Policy which can be found [here](#)

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