

Responsibilities for Linnean Society Council Members (Trustees)

Trustees, collectively, have overall responsibility for ensuring that the Society is well governed and delivers on its charitable objectives, in accordance with the Charters and Bye-Laws of the Society and Charity Commission regulations and guidelines. See <https://ca1-tls.edcdn.com/Charter-and-Byelaws-2016-Final-24May2016.pdf?mtime=20160916102354> and <https://www.gov.uk/government/organisations/charity-commission/about/publication-scheme>. The Trustees are also collectively responsible for setting and reviewing the strategic direction of the Linnean Society.

A Trustee's term of office begins on 24th May, following the ballot at the Anniversary Meeting, and usually lasts for 3 years. Trustees must be Fellows of the Society at the time of election. The Council of the Linnean Society of London comprises a minimum of 20 Trustees, with 5 Trustees retiring each year, and 5 new Trustees being elected in their stead each May. Quorum at a meeting of Council is five members. There are usually four meetings of Council per year, either held in person or if necessary, virtually (such as during the COVID19 pandemic). Ad hoc meetings may be called from time to time when urgent matters require Council input.

Trustees must commit to the following:

- Attend Trustee (Council) meetings [usually 4 or 5 per year, including the AGM/Anniversary Meeting and any EGMs], at which they will:
 - come prepared, having reviewed the agenda and papers provided beforehand, to provide strategic input across the Society's activities (and provide such input via email if unable to attend the meeting)
 - review the management accounts at each meeting where they are presented
 - review and approve the Annual Report & Accounts each year (March)
 - review and approve the Society's budget (October & March)
 - review the Risk Register at least annually
 - review the Business Continuity Plan at least annually
 - review the Strategic Plan at appropriate intervals, currently every 5 years
 - vote on Medals & Awards (January meeting)
 - appoint Working Group or Task Groups to advise on specific matters, and designate chairs for these
 - appoint an Editor for each of the Society's serial publications, as advised by the Editorial Secretary
 - appoint an editor for *The Synopses of British Fauna* and occasional publications
 - review Editorial appointments annually
- Respond positively to requests from the President and/or Executive Secretary for assistance with the following:
 - Review of applications for small grants (incl. Systematics Research (SRF), Appleyard, Anne Sleep, Dennis Stanfield Memorial, and John Topp Memorial Funds) - annually
 - Review of nominations for PhD theses (Irene Manton Prize and John C. Marsden Medal) - annually
 - Respond to *ad hoc* calls on government consultations and other matters of policy (education and environment in particular)
- Act as ambassadors for the Society externally and contribute to the advancement of the Society generally

The four Secretaries (two Scientific Secretaries, the Editorial Secretary, the Collections Secretary) with the President and Treasurer, make up the Officers of the Society.

Every year at the Anniversary Meeting the President appoints from among Council members four Vice Presidents whose duties are to stand in for him/her at any meeting where necessary.