



Pulmonary Vascular Research Institute (PVRI) President Terms of Reference

PVRI's structure & governance

The Pulmonary Vascular Research Institute is a charity registered in England & Wales, and a Company Limited by Guarantee. It is governed by a Board of Trustees comprising between 5 and 12 people who serve as both trustees of the Registered Charity and Directors of the Limited Company. Although the PVRI has a large and active global membership, in legal terms the trustees are the only Members of the charitable company.

The trustees of the PVRI are jointly responsible for ensuring that the organisation is financially sustainable, legally compliant, and has strategic aims that are clearly articulated and effectively implemented. Further information about the statutory duties of a charity trustee can be found [here](#).

The Chair of the Board takes the lead on ensuring meetings are properly run and recorded, sets the agenda for Board meetings, chairs them, and ensures that trustees and advisory members are adequately informed, participate in decision-making, and understand their duties and responsibilities. The Chair also line manages the CEO and acts as the main link between the staff team and the Board.

The role of PVRI President

The role of PVRI President is intended to complement the role of PVRI Chair. It is an honorary position, not defined in charity or company law, and therefore has no statutory responsibilities. They participate in Board meetings, but - unless they are also a PVRI trustee - are not expected to get involved in any business and/or operational concerns. Their role is advocacy and scientific. They are fully informed on all scientific activities of the organisation and participate actively in setting the scientific direction for the various functions of the society.

The President is the scientific link between the organisation and its membership and provides the scientific leadership of the organisation throughout the time of their presidency.

The President is not expected to oversee the PVRI's scientific journal, *Pulmonary Circulation*, our e-learning (*the PVRI Digital Clinic*) or the *Innovative Drug Development Initiative (IDDI)*, but they should be familiar with these activities and participate in any decisions that may impact on their long-term strategic scientific direction.

Scientific

- Act as the ‘scientific face’ of the PVRI, representing the charity at major scientific events (ATS, ERS, etc), and in our collaborations with global health organisations such as WHF and WHO
- Use their own medical and scientific networks, initiate partnerships and collaborations to further PVRI’s mission and widen our reach
- To oversee the scientific planning of PVRI’s Annual World Congress and the monthly webinar series
- Initiate and oversee delivery of one key project which enhances the PVRI in the long-term

Networking, communications & fundraising

- Act as an ambassador and figurehead, promoting the charity’s work and endorsing our work and values
- Act as a spokesperson and represent the PVRI at events, in the media and on social media; agree for select PVRI communications to be sent out in their name
- Make or support approaches to potential donors, host fundraising events, and promote the PVRI with philanthropists, trusts, foundations and key decision makers
- Broker contacts and make introductions, providing the staff team with access to networks and individuals which might not otherwise be available

Other

- Advise on requests from our Regional and/or Disease Specialty Task Forces to nominate members to speak at various local events, the President will select and nominate appropriate candidates.
- Oversee the allocation of annual travel and/or other grants and nominates specific members from the PVRI community to support them in their role

The minimum time commitment required for the role is c. 3 - 4 hours / week, but additional input will be needed occasionally for specific projects and meetings.

Profile & skill set

The President should be a longstanding and proactive member of the PVRI with a high-profile scientific reputation in the field of pulmonary hypertension and pulmonary vascular disease.

Reporting

There are no formal reporting arrangements in place but the President is asked to keep the Chair and CEO informed of their work, contacts and visits on behalf of the charity.

Regular catch-up meetings (usually monthly) are scheduled between the Chair, President and CEO.

Support from PVRI

The role of President is unpaid, but reasonable expenses such as travel to meetings, accommodation and subsistence will be reimbursed by the PVRI.

The PVRI staff team can provide basic administrative support for the President when needed, for example scheduling meetings, drafting agendas, taking minutes, and managing communications.

Term of office

The term of office is two years. However the President acts as an advisory member to the Board of Trustees the year before their term of office begins, during their term, and for one year after their Presidency ends.

The usual timetable is:

	July - August	PVRI members & Board nominate candidates
	September - Oct	PVRI Board selects their preferred candidate
YEAR 1	Jan - February	President Elect announced at Congress and joins Board as an advisory member. This gives the President Elect an opportunity to learn more about the PVRI, and for a handover period with the serving President.
YEARS 2&3	Jan - December	President Elect becomes President at Annual Congress Serves for 2 years, overseeing the Annual Congress and Drug Discovery & Development Symposia, and leading the Scientific & Medical Advisory Council.
YEAR 4	Jan - December	President stands down at Annual Congress, and as immediate past President, remains on the PVRI Board in an advisory capacity until the end of Year 4.

Selection process

PVRI members will be eligible to nominate themselves or others for the role of President, using the [this form](#). The final decision and appointment is made by the PVRI Board, whose decision is final.