

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**INTERNATIONAL SOCIETY OF ULTRASOUND IN OBSTETRICS AND GYNECOLOGY**  
**and**  
**ISUOG BOARD OF TRUSTEES**

ISUOG's Board of Trustees act as both the Directors of the Company (as governed by Companies House) and as Trustees of the Charity (as regulated by the Charities Commission). Reference to a Board member, Trustee or Director below is therefore equivalent. As a member of the Board of Trustees of ISUOG, you accept legal responsibility for directing the affairs of the Society, ensuring that it is solvent and well-run, and delivering the charitable outcomes for which it was set up. Please note that more detail can be found in the ISUOG Rules and Regulations and on the following websites: [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**Vision**

Our vision is for all women to have access to ultrasound; for all ultrasound providers to be competent and for the diagnosis of obstetrical and gynecological conditions to be effective so that, ultimately, health outcomes for women across the world improve.

**Mission**

Our mission to this end is the provision and broadest possible dissemination of the highest quality education and knowledge in the field.

**1. Roles and Responsibilities**

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- 1.1 Direct the affairs of the Society**, ensuring compliance with the requirements of its **governing bodies and auditors**.
- 1.2 Contribute time and energy to the Society, on a voluntary basis, and without conflict of interest, to further the Society's objects**. All Trustees are expected to work to promote the Society and to further its main areas of activity: by increasing membership numbers and improving membership services, promoting and contributing to the Annual World Congress and the Society's official Journal of *Ultrasound in Obstetrics and Gynecology*, participating in educational directives of the organisation as appropriate and, most importantly, by bringing their own ideas and projects to the Board of Trustees to ensure the ongoing growth of Society, its activities and its strategic plan.
- 1.3 Act without prejudice and in the best interest of the Society and its members at all times**. All Trustee decisions should work towards achieving the charitable objects and the Board of Trustees should include appropriate representation to achieve that. This may involve considering geographic distribution, subspecialty area of interest, business or finance skills, etc.
- 1.4 Ensure that the Society is financially sound and that money is wisely spent**. Plan for the future to ensure the longevity of the organisation. Individual Trustees may be given specific remits as regards fund generating activities and/or audit requirements.
- 1.5 Comply with and fulfil all regulatory requirements**. Prepare an annual report for each financial year, which complies in its form and content with regulations under the Charities Act 1993, and with regard to the Charities Statement of Recommended Practice (SORP). This includes extensive considerations of risk management and reserves policies for the organisation. Trustees are regularly asked to provide identification verification documentation required for compliance and this must be provided when requested and in a timely manner.
- 1.6 Set clear annual objectives for the Society & develop long-term strategies for the Society** and report against them in the Trustee report to the Charity Commission, to be completed with the help of the ISUOG Secretariat.
- 1.7 Work with and support the Chief Executive Officer** who is charged with the day-to-day management of the Secretariat and its staff, and with putting into practice the strategic directions agreed by the Board of Trustees. The Board of Trustees expect to receive regular feedback on these activities.
- 1.8 Appoint Officers, Committee/Sub-Committee Chairpersons, and individuals or Sub-Committees to serve the Society as the specific needs arise**. These Committees will provide regular reports to the Board of Trustees, as defined in the bylaws governing their own activities.
- 1.9 Act to support the vision, mission and values of the Society at all times** and work in line with the job description provided.

## 2. Meetings and attendance

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**2.1 Meetings:** All Trustees must set time aside to participate in meetings of the Board. The agendas and minutes of these meetings govern the ongoing activities of the Board of Trustees. At the time of writing, the Board of Trustees meets in person at least twice a year; at the annual Strategic Planning Meeting in the spring (1 meeting (usually up to 3 days)) and at the World Congress in the autumn (1 meeting (usually 1 day immediately prior to the Congress)). In accepting the role of a Trustee, you accept to make yourself available to attend these meetings as a priority. Additional meetings by suitable electronic means are held quarterly or as required at the discretion of the President.

**2.2 Attendance:** In the case that a Trustee is unable to attend a meeting of the Board, he/she will give timely notice in writing to the ISUOG Secretariat of his/her intended absence and the reason for it and will ensure he/she is aware of the business passed at that meeting through in the minutes thereof.

## 3. Effective Date and Termination of Memorandum of Understanding

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This Memorandum of Understanding shall be effective for the full Trustee term from the time of appointment at the Annual General Meeting of the Society. This Memorandum of Understanding may be terminated by any of the parties signing this agreement by written notification, duly signed by the presiding officer of the notifying party, and giving at least sixty (60) days' notice to the other parties and to coincide with retirement from the Board of Trustees.

In exchange for the support that the Trustee provides, ISUOG in turn ensures they are supported in their duties and informed by the Secretariat on a regular basis of the Society's activities and financial standing.

In undertaking the role of Trustee of ISUOG, all Trustees agree to represent ISUOG's best interests and accept certain legal and regulatory responsibilities for ISUOG as a charity. The following signatures are affixed as acknowledgement and acceptance of the terms of this agreement by each of the parties:

\_\_\_\_\_  
Wendy Holloway, Interim Chief Executive Officer, ISUOG

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date