

British Dental Guild Board of Managers

January 2026



The British Dental Guild (BDG), originally set up in January 1957, financially assists the GDPC members who undertake subcommittees and representative work (outside of the main GDPC meetings) on behalf of all dentists in general dental practice. Attendance at the 3 main GDPC Meetings, LDC Officials' Day and LDC Annual Conference are not funded. It is funded principally by donations from Local Dental Committees (LDCs) and by monies raised from its investments.

The BDG operates under a Declaration of Trust ("Trust Deed") which gives additional information on the procedures the Board must follow. It is a "not for-profit" organisation, under the care of the Trustees.

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Objective of this Handbook

This Handbook is intended to give a perspective, and a broad view of how the BDG operates, and about the roles and duties of the Managers.

The BDG plays an essential role in the support it gives to the General Dental Practice Committee (GDPC) and requires Managers who have the necessary skills to assist with the Portfolio management and the setting and monitoring of the “British Dental Guild Rate” (BDGR). New Managers will be supported and encouraged by the existing Managers.

Management

The active management of the fund is undertaken by a Board of Management which is made up of 8 elected Managers:

- 1) Four elected from the GDPC
- 2) Four elected from the Annual Conference of Local Dental Committees (LDCs)

and the following 3 ex-officio members:

- The Chair of the GDPC
- The Chair of the Annual Conference of LDCs
- The Chair-Elect of the Annual Conference of LDCs

The Trust Deed directs that all Board Managers shall be (GDC) Registered Dental Practitioners.

There is no other specific qualifying requirement imposed on a Registered Dental Practitioner who fulfils the position of Manager but given the role of the BDG, a thorough understanding of general dental practice is desirable, both in the NHS and in private practice (including specialist dentistry), as the GDPC represents all dentists.

Term of Office

The term of office for elected Managers is 4 years, who remain in office until:

- a) They cease to be a Registered Dental Practitioner; or
- b) They resign as a Board Manager; or
- c) They become an ex- officio member; or
- d) Their 4-year Term of Office ends.

Ex-officio members of the Board remain as Managers only whilst they hold their respective office in the GDPC or Annual Conference of LDCs.

Any Board Manager who ceases to be an elected GDPC or LDC member should notify the Board Secretary, who will report the change in circumstances at the next meeting of the Board and will record the change in the minutes. The ex-officio members will be able to report these changes to their respective committees.

The Secretary will submit annually a list of Board Managers to the BDA secretariat, detailing the term of office of each member and indicating which Manager's term of office is shortly due to end. All Managers are eligible for re-election.

GDPC / LDC Membership

There is no specific requirement for the elected Board Manager to be a GDPC member or a member of an LDC, but it would be reasonable to assume that the majority of Managers would be either GDPC or LDC members.

Reporting to the GDPC / Annual Conference of LDCs

By invitation, the Guild may send a non-voting representative to GDPC meetings. The BDG is responsible for any expenses incurred by this representative unless they are funded by another body.

It would be usual for one of the Board Managers who is elected by the GDPC to submit an oral or written Guild Report to the GDPC meetings, but there is no specific requirement for them to do this. The Chairman or other executive officer of the Guild would oversee/support the compilation of any such written report to the GDPC.

There is currently no requirement for an LDC Conference elected Manager to report to the Annual Conference of LDCs.

Duties

As implied by the title, the duties of the Managers are to supervise the active financial management of the BDG including, but not limited to the setting of policy, supervising the work of the Portfolio Manager (see below), setting remuneration fees and allowances, appointing an auditor, and agreeing the annual accounts (as provided by the auditor).

It is expected by the Board that the Managers elected by either the GDPC or Annual Conference of LDCs would have some experience of financial practice management.

Meetings

The Board normally meets on the 2nd or 3rd Friday in April and October, but additional meetings may be arranged as required.

Meetings are normally held in London but may be held “virtually” using relevant computer software, from time to time. The Board regularly

review the costs of physical meetings versus “virtual” meetings and currently feel that a minimum of two physical meetings is required.

All meetings are held in accordance with the Standing Orders.

Officers of the BDG are elected annually, at the first meeting of the Board after the Annual Conference of LDCs, and comprise a Chairman, Vice Chairman, Secretary and Treasurer. The Secretary and Treasurer are not required to be elected Managers.

- The Trustees are also invited to attend Board meetings, in an advisory capacity.
- Only elected or ex-officio members can vote.
- A quorum for a Board meeting is six, being either elected members, or a combination of elected and ex-officio members, in accordance with the Trust Deed.
- The Auditor is also invited to a Board meeting at least once a year.

Travel expenses are reimbursed (subject the rules of the Board) and elected, ex-officio members, and Trustees may receive an attendance allowance for Board meetings, all as determined from time-to-time by the Board.

Chair

The position of Chair is ratified through an annual election and the Term of Office is for one year; it does not preclude re-election. The Chair can claim for sessional/teleconference/travel expenses for face to face or virtual meetings.

The Chair’s role is principally to chair the two main meetings held annually and any extra incidental meetings that may be held from time to time, where circumstances direct that consideration of Guild business or governance (the Deed of Trust) requires urgent attention. It is expected that the Chair will always respond in a timely manner to direct contact from the Secretary and/or Treasurer of the Guild when matters of importance are aired between meetings.

The Chair prepares a Report to the Board of Management at each main meeting and may also provide summary reports to GDPC meetings that are disseminated to Local Dental Committees.

The Chair may be called upon to address the Annual Conference of LDCs and LDC Officials' Day and to help prepare any relevant flyers or newsletters provided to representatives of the profession at these two events.

Secretary

The Secretary is also elected annually by the Managers and is responsible for the business of the Board and acts as Secretary to the Board. As such, the Secretary arranges all Board Meetings, records the minutes and acts under the direction of the Board.

The Secretary prepares a list of the details of all Board Managers which is circulated to Board Members. The secretary is responsible for circulating the quarterly reports from the Portfolio Managers.

Treasurer

The Treasurer is also elected annually by the Managers and is responsible for all matters financial within the Guild.

The Treasurer is responsible for the receipt and acknowledgement of donations from LDCs, making payments to the office bearers of GDPC, the expenses of the Board of Managers, and receiving and paying claims from members of GDPC for their work on sub-committees.

Payment is either on a sessional (half day) rate for attending a GDPC approved meeting or hourly for teleconferences. The Chair and the two Vice Chairs of the GDPC receive a salary to reflect the additional time that their positions incur.

The Treasurer also has the responsibility of paying both PAYE and Corporation taxes and any other expenses incurred by the Board. All payments are made electronically by the Treasurer. In addition, the Treasurer draws up the annual accounts and liaises with the Guild's auditors for any matters pertaining to those accounts.

Annually, the Treasurer presents the audited accounts to the Board of Managers and Trustees. Following discussion and ratification by the Managers, the Treasurer sets the Guild Rate for the following year.

The Treasurer also reviews and, if necessary, amends the BDG claim form.

It is customary for the Treasurer to address the Annual Conference of LDCs and also the first meeting of the GPC Triennium, to keep them updated on matters relating to the BDG.

Attendance Record

The Trust Deed requires attendance of individual Managers at least once every three meetings, however, please note the requirement of 6 for any meeting to be quorate. The Secretary will keep a Record of Attendance and will inform the BDA secretariat of members' attendance records at the end of their 4-year term as Manager.

Portfolio Management

The assets of the BDG are held in bank accounts and a professionally managed Investment Portfolio. Currently (in Oct 2025) the Investment Manager is Brewin Dolphin.

The day-to-day Management of the Portfolio rests solely with the Portfolio Manager of Brewin Dolphin.

The Portfolio Manager is invited to the main Board Meetings to update the Board on the performance of the Portfolio. The Board Managers monitor and instruct the Portfolio Manager on the requirements of the Guild.

The current Mandate is listed below and confirmed annually.

- a) Portfolio to be aligned to the Global Benchmark.
- b) Risk Category 6
- c) All Income to be Reinvested
- d) Investment Objective - Income & Growth
- e) Time Horizon 10+ years
- f) Investment Restrictions – No direct investments in tobacco or sugar.

A subgroup of Managers and Trustees meet “virtually” as required with the Portfolio Manager.

Trustees

The Trust Deed allow for the appointment of up to 4 Trustees. A new Trustee, when there is a vacancy, is appointed by the remaining Trustees, following a recommendation from the Board.

The Trustees are responsible in law for “holding the money and property” of the Guild.

The Trustees are actively involved in supporting and advising the Board of Managers

The four current Trustees are Dr Keith Percival, Dr Howard Jones, Dr Shawn Charlwood and Dr Paul Mellings