



COLLEGE GUIDELINES AND ADMINISTRATIVE SUPPORT LEVELS FOR FACULTIES AND SECTIONS

**Deputy Chief Executive's Department
December 2007**

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INTRODUCTION

The College relies heavily upon the contribution that the Faculties and Sections make and wishes to provide as much support as resources permit. This document details this support and will be reviewed from time to time.

All of the guidance in this document reflects the stipulations of the College's Bye Laws and Regulations as they relate to Faculties and Sections.

The Deputy Chief Executive has overall responsibility for managing the support given to Faculties, Sections, Divisions and Special Interest Groups and ensures that an induction pack for new Officers is sent on their election. Any comments or complaints regarding the level of support should be directed to the Deputy Chief Executive in the first instance.

To maintain an element of flexibility there may be occasions when the College will be prepared to provide support beyond the level outlined in this document. For such an exception, a written case would need to be made to the Deputy Chief Executive.

Deputy Chief Executive
Roberta Wheeler (0207 235 2351 ext 136)
rwheeler@rcpsych.ac.uk

EXECUTIVE COMMITTEES - ADMINISTRATIVE SUPPORT

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Psychotherapy Faculty, Rehabilitation and Social Psychiatry Faculty,

Candace Gillies-Wright (ext 234) cgillies-wright@cgillies-wright@rcpsych.ac.uk
General and Community Psychiatry Faculty, Faculty of Addictions

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Job descriptions for Faculty and Section Officers and Executive Committee members are in:

- Appendix 1 (Chair)
- Appendix 2 (Honorary Secretary)
- Appendix 3 (Financial Officer)
- Appendix 4 (Academic Secretary)
- Appendix 5 (Executive Committee Member)

The Committee Managers support the work of Faculty and Section Executive Committees and each attends a maximum of **four** Faculty Executive Committee meetings per year.

The Committee Managers:

1. prepare agendas, attend and write minutes for Executive Committee meetings
2. prepare agendas for strategy meetings and attend as appropriate
3. prepare agendas for business meetings but do not attend
4. forward all post to the Chairs and Honorary Secretaries with any relevant previous papers

5. scrutinise monthly and annual accounts, liaising with the Financial Officer and Chair about any issues arising from them
6. liaise with the PA to the Chief Executive regarding preparation of election papers for Faculty and Section Officers and Executive Committee members. The PA to the Chief Executive prepares nomination papers, biographical notes where necessary, ballot papers and induction packs for newly elected Executive Committee members. The ballot papers are returned directly to the Electoral Reform Society which organises all College elections and which informs the PA to the Chief Executive of the result.
7. arrange mailings to members. The College will pay for up to three Faculty or Section mailings each year, which will include mailings for residential meetings, for elections to the Executive Committee and newsletters. The Committee Managers will organise additional mailings, but these costs must be met from Faculty or Section funds. Mailings must be organised through the College. This ensures that up-to-date mailing lists are used, taken from the College's membership database and that there is adherence to the Data Protection Act 1998
8. arrange the next year's Executive Committee meeting dates in liaison with the annual College diary meeting
9. arrange the venue and administration for the three annual open forums of the Faculty of the Psychiatry of Old Age
10. arrange the venue and administration for occasional Faculty and Section invited seminars
11. maintain records of Faculty and Section Executive Committee meetings (one complete set of agenda and minutes per meeting to be kept in perpetuity; other papers to be reviewed regularly and disposed of in accordance with the College's document retention policy)
12. forward queries about miscellaneous matters arising from Faculty or Section business to the Chair, Honorary Secretary or other Executive Committee member for action
13. book rooms and refreshments in the College for Executive Committees, their sub-groups and working groups.

CONFERENCE SUPPORT

PROGRAMMES AND MEETINGS COMMITTEE

The Programmes and Meetings Committee is a standing committee of the Central Executive Committee and makes recommendations to the Central Executive Committee on policy relating to all College conferences and meetings, including the Annual Meeting. The Committee meets 2 or 3 times per year.

The meetings are chaired by the Director of Conferences, a College Officer. The membership of the Committee includes:

- Faculty and Section Academic Secretaries (*attendance is highly advisable*)
- any Officers of the College who may wish to attend
- the Chair of the Board of International Affairs
- College staff who may include the Chief Executive, the Deputy Chief Executive, the Development Administrator and conference staff.

ACADEMIC SECRETARIES TRAINING DAY

Regular, active liaison with the relevant Faculty or Section Chair, Financial Officer and with College staff is essential.

The College provides induction training in the responsibilities of Academic Secretaries.

These annual one-day events for Faculty/Section Academic Secretaries are led by the Conference Office and normally take place on the same day as the Programmes and Meetings Committee. The day comprises a number of presentations outlining the duties, responsibilities and functions of an Academic Secretary, including:

- illustrating the overall essential role of the Academic Secretaries in drawing up attractive and successful programmes for Faculty/Section members
- the support the Academic Secretaries may reasonably rely on from the Conference Office (whichever member of the Office is dealing with a particular meeting), and what is beyond the remit of the Conference Office
- outlining the details required (names and addresses of speakers, desired special delegate rates, etc)
- emphasising the role of Academic Secretaries as signatory for provisional budgets
- giving indications of deadlines.

RESIDENTIAL AND ONE-DAY MEETINGS

Deputy Chief Executive, Roberta Wheeler (ext 164), rwheeler@rcpsych.ac.uk
Conference Manager, Sonia Walter (ext 168), swalter@rcpsych.ac.uk
Deputy Conference Manager, Michelle Braithwaite (ext 142)
mbraithwaite@rcpsych.ac.uk

INTRODUCTION

The Conference Office will provide services for budgeting and organisation of the following conferences.

JANUARY	3 RD WEEK	CAP INSTITUTE
FEBRUARY	1 ST WEEK	FORENSIC RESIDENTIAL
MARCH	1 ST WEEK 3 RD WEEK	OLD AGE RESIDENTIAL LIAISON RESIDENTIAL
APRIL	2 ND WEEK 4 TH WEEK	PSYCHOTHERAPY RESIDENTIAL LEARNING DISABILITY SPRING MEETING
MAY	1 ST WEEK	ADDICTIONS RESIDENTIAL
SEPTEMBER	3 RD WEEK	CHILD AND ADOLESCENT RESIDENTIAL
OCTOBER	1 ST WEEK 3 RD WEEK	LEARNING DISABILITY RESIDENTIAL GENERAL AND COMMUNITY/CTC RESIDENTIAL
NOVEMBER	2 ND WEEK 3 RD WEEK	REHABILITATION AND SOCIAL RESIDENTIAL PERINATAL
DECEMBER	2 ND WEEK	OLDER DRIVER/NURSING HOMES ONE-DAY MEETING

ADDITIONAL MEETINGS

The conference programme for any year is established well in advance. It should be appreciated that it may be very difficult to find acceptable calendar slots for additional meetings to those listed above.

1. Requests for additional meetings should be made in writing to the Director of Conferences.
2. The Director of Conferences will refer the matter to the Programmes and Meetings Committee.
3. It may be appropriate for meetings to be held in conjunction with the College's Annual Meeting and this is encouraged wherever possible.

PLANNING

The College will send a staff member from the Conference Office to the relevant Faculty or Section Executive Committee meeting to discuss plans for any forthcoming conference. This will involve discussion of:

- Date of event
- Overall format (total number of sessions, parallel sessions, workshops, executive, business, board meetings etc)
- Expected numbers of participants
- Type of venue required (e.g. hotel, university, conference centre)
- Possible location
- Identification of person responsible for putting together the academic programme
- Duration of the meeting
- Any other specific requirements envisaged by programme organisers (eg. access to computers/modem)

The College staff member:

1. Reports back to the committee with venue options and an outline of possible costs. Following a decision by the committee, the College enters into a contract with the venue. The Deputy Chief Executive signs the contract on behalf of the College. The booking of any conference venue must be done **at least twelve months in advance**. Venues are booked on the basis of day delegate rates, or an individual room hire/catering rates basis, together with a separate overnight bed and breakfast rate.
2. Ensures that the appropriate size and number of meeting rooms are booked to fit the programme, and that the appropriate number of bedrooms are reserved.
3. Liaises with the venue over the facilities to be provided in the meeting rooms and any catering requirements.
4. Monitors the take-up on bedrooms to avoid any cancellation charges.

Please note that delegates are required to reserve their accommodation directly with the hotel and are responsible for settling their own accommodation bill on departure.

5. Tries to ensure that the venue complies with the plans agreed with the conference organisers and those responsible for the venues acts as liaison point with the hotel for any additional requirements made on site. Any on-site variation to planned requirements must be agreed and authorised by the relevant Chair or Financial Officer when costs are known and then only in exceptional circumstances. This includes unregistered attendance that attracts costs.

The relevant committee Officers must ensure that all participants are aware of the entitlements to expenses and arrangements for complimentary registration. The Conference Office does not reserve hotel accommodation for speakers who should follow College guidelines on this cost and not automatically use the conference hotel (see Appendix 6).

Academic Programme

The Executive Committee, often through a nominated representative provides the academic programme. The College conference staff should receive the full programme **at least five months in advance of the meeting.**

The format of the academic programme, including audio-visual requirements, should be discussed with College staff at the time of booking the venue in order that the appropriate number of meeting rooms can be reserved. Last-minute requests for different or additional audio-visual equipment can rarely be met for reasons of availability and cost.

Speakers

The Academic Secretary is responsible for:

- obtaining a verbal commitment from each speaker
- providing contact details for each speaker
- ensuring that the speakers are aware of the guidelines on expenses
- informing the Conference Office of any exceptions at budget stage and the nature of all expenses expected to be covered.
- obtaining confirmation from the speakers of their estimated time of arrival.

The College staff are responsible for formally writing to each speaker in order to:

- thank them for their intended participation
- confirm the title of their presentation
- confirm date, time and length of presentation
- obtain a written abstract if required
- obtain information about their audio-visual requirements
- outline any expenses offered as per College guidelines.

Declaration of Interest

The Central Executive Committee has agreed that all speakers at College meetings should complete a declaration of interest that will be lodged with the Conference Office. If there are any competing interests involved in a given presentation, these should also be declared at the start of the presentation (see "Guidelines on the Sponsorship of College Activities").

Reimbursement of Speakers' Expenses and Honoraria

Any proposed exceptions to guidelines on these must be notified at budget stage. Retrospective applications are rarely admissible, but should be addressed to the Deputy Chief Executive and the Head of Financial Services, copied to the relevant Faculty Officers and College staff.

Members

1. Only Members of the College who have been invited to present a paper at meetings are entitled to attend the conference free of charge on the day on which they are speaking. Should they wish to attend any additional days of the conference, the full day registration fee must be paid.

2. Such Members are **not** entitled to any travel or subsistence expenses. These must be reclaimed locally. If funds cannot be obtained from other sources, then a letter should be sent to the College's Finance Department from the Member's employing authority confirming that travel expenses cannot be reimbursed locally.
3. Speakers who are Members should pay for any conference or gala dinner.
4. Honoraria or gifts cannot be given to College Members.
5. Attendance at a Faculty Executive Committee or Faculty Business Meeting does not entitle any Member to free attendance for the rest of the day's meeting.
6. One second presenter per workshop is entitled to free registration and lunch on the day. Further presenters, workshop assistants and panel members are not entitled to free registration or to lunch on the day.

Non-Members

1. Non-members of the College who are invited to speak are entitled to complimentary registration on the day on which they are speaking, together, if necessary, with one night's accommodation and travelling expenses according to the College's guidelines.
2. Overseas speakers are entitled to two nights' accommodation and economy or Apex airfares.
3. Conference dinners may be given to non-members, but exact numbers must be budgeted for at an early stage.
4. An honorarium or modest gift in kind may be given, but only if budgeted for at an early stage and only for non-members.

To contain conference costs, the College recommends that overseas speakers should be kept to a minimum, generally one overseas speaker per session.

Poster Presentations

Poster presenters will be required to pay registration fees on the day of their presentation.

Budget

A budget for each meeting must be drawn up in order to calculate a registration fee (see example in Appendix 7).

Estimates for attendance should be treated with caution. Every budget should allow for 25% of projected delegates at a reduced delegate fee (Inceptors and Retired Members), according to the decision of the relevant Faculty. This figure may be reassessed when the pattern of attendance is analysed.

Following consultation with the Chair, Academic Secretary and Financial Officer of the relevant Executive Committee, the budget should be submitted to the Deputy Chief Executive and the Head of Financial Services for approval and to the Chief Executive for information.

Following signed approval by the Deputy Chief Executive and Head of Financial Services, the budget should be signed and dated by the relevant Academic Secretary and Financial Officer. Attached should be a copy of the venue contract, cancellation clauses and any separate or additional undertaking on audio-visual requirements.

The Central Executive Committee has agreed that the College will add a 15% charge as a contribution to the development fund and a realistic contingency will need to be built in. The process of budget approval by the Deputy Chief Executive and the Head of Financial Services may take up to 10 working days.

Registration

On completion of the programme, the College reproduces and mails it.

The programme and booking form should be issued at least **four** months in advance of the meeting. This is essential to ensure the viability of contractual venue cancellation charges.

Payment of Registration Fees

Payment of registration fees must be received prior to the commencement of the event.

The College processes payment on receipt of registration forms and undertakes to send joining instructions to delegates including confirmation of payment made, of events booked, and details concerning the specific venue. Payment must be received directly with booking forms.

The College will not invoice third parties.

Discounted Registration Fees

The College has agreed a policy whereby Inceptors and Retired Members may pay a lower delegate fee. "Retired" shall be deemed to refer to Members over retirement age (as recorded in the College database) and not engaged in practice or consultancy. Discounted fees are settled at budget stage.

Currently, the Faculties allow the following discounted rates for their own meetings:

Child and Adolescent)	
Forensic)	
General and Community)	50% for Inceptors & retired members
Learning Disability)	
Substance Misuse		50% for retired members
Old Age		50% for Inceptors No charge for retired members
Psychotherapy		10% discount to all trainees, retired members and SpRs

Please note that, as an exception, special rates may apply at some meetings for some categories of member. Please contact the Conference Office for details.

On-Site Registration

It may be possible to accept full payment on the day, but the College reserves the right to refuse admittance if venue capacity has been reached.

The College undertakes to provide registration packs that contain the final programme, a delegate badge, the list of delegates and an abstract book, where appropriate.

A registration desk is maintained by College staff at the meeting, as appropriate.

Refund of Registration Fees

The College operates a cancellation policy on its registration fees. The cancellation policy is as follows:

- 100% refund if more than 2 months' notice is received in writing
- 80% refund if notice from 1-2 months' is received in writing
- 50% refund if notice from 2 weeks to 1 month is received in writing
- No refund for cancellations received in writing within 2 weeks of the meeting.

The cancellation policy must be stated on each booking form.

Members requiring a refund for exceptional reasons later than two weeks prior to the meeting must send a written request to the Conference Office which has discretion in the matter, subject to a small administrative surcharge.

Social Events and Hospitality

The College staff organise one social event in the main meeting programme.

Hospitality for speakers or guests should be modest and a limit set in the budget at an early stage. Academic Secretaries must advise College staff at budget stage of any speakers or non-members who are to be invited to the conference dinner as guests. A list of delegates and guests at any meeting dinner will be given to the relevant Chair or Academic Secretary.

Attendance by Other College Staff

The Publications, External Affairs, Research and Training Unit and other College departments may send staff to selected meetings. The cost of transporting materials to conference venues is passed on to the appropriate department. Charges may be made for accommodation, travel, catering and/or exhibition space.

Joint Conferences

From time to time, Faculties and Sections may wish to organise joint conferences with other parts of the College (e.g. with Divisions) or with external organisations.

An agreement must be established between the various organisations at an early planning stage concerning the sharing of tasks (such as the preparation of the scientific programme and the registration arrangements). There should also be clear agreement about underwriting costs and the sharing of any surplus or deficit resulting

from the conference. The contract must be signed and dated by the relevant Chair, Academic Secretary and Financial Officer.

A similar agreement is in development for use on joint meetings between College groupings, which must be agreed in writing by the relevant Officers.

When Faculties or Sections include one of their own dedicated one-day scientific meetings into the College's Annual Meeting, some form of surplus or deficit share may be agreed, based on attendance.

Overseas Meetings

From time to time, Faculties and Sections may wish to arrange, within their quota, a meeting overseas which may be a joint meeting with an international body.

1. Any such request should first be presented in writing to the Programmes and Meetings Committee with the reasons for the meeting being held abroad. College approval for such arrangements is given in writing from the Deputy Chief Executive.
2. If the request is not made at Programmes and Meetings Committee, a written request with reasons should be made to the Deputy Chief Executive who consults with the Director of Conferences. College approval for such arrangements is given in writing from the Deputy Chief Executive.

This includes decisions about the availability of College staff to support an overseas meeting.

A budget should be prepared well in advance, taking into account the fact that it may prove difficult for some participants to reclaim travelling expenses to overseas meetings and that the College will not reimburse these. The proposed budget must be submitted by the Conference Office to the Deputy Chief Executive and the Head of Financial Services **at least 5-6 months in advance.**

Cancellation of Meetings

Except by prior arrangement, the College is not responsible, nor can it offer insurance against, cancellation or curtailment of an event.

1. At an early stage, the Conference Office establishes the cancellation terms for each venue.
2. The Academic Secretary, Financial Officer or Chair of the organising committee is informed.
3. The conference staff alerts the programme organisers two weeks before the first penalty date if 50% of the break-even number of delegates has not been achieved.
4. The programme organisers then decide, in consultation with their Financial Officer, whether or not the event should be cancelled. The Treasurer must then be consulted.
5. It is not the responsibility of College staff to make the decision to cancel.
6. Any sponsorship for cancelled meetings must be returned.

7. In the event of a cancellation, the College recoups from the Faculty or Section, 15% of administrative costs incurred as a contribution to the College Development Fund.

Summary Timetable

18 months in advance:

- research venue and agree dates with Executive Committee
- book venue

6 months in advance

- receive programme from Academic Secretary
- compile budget, get approval of this
- consult printers about programme and abstract book, where appropriate

4 months in advance

- post final programme and registration form
- confirm, in writing, speakers' details

COLLEGE ANNUAL MEETING

Deputy Chief Executive, Roberta Wheeler (ext 136), rwheeler@rcpsych.ac.uk
Conference Manager, Sonia Walter (ext 129), swalter@rcpsych.ac.uk
Deputy Conference Manager, Michelle Braithwaite (ext 142),
mbraithwaite@rcpsych.ac.uk

The Annual Meeting of the Royal College of Psychiatrists is the flagship meeting of the College attracting psychiatrists, healthcare professionals and other interested parties from around the world. It normally runs for 4 days of a given week (normally around June/July), with a full academic and social programme.

Organising Committee

Each Faculty and Section should put forward at least one representative from their Executive Committee to sit on the Annual Meeting Organising Committee. (If the Annual Meeting is taking place outside London it may be appropriate for there to be a representative local to the Annual Meeting location as well as one to attend the Organising Committee meetings based at the College). The organising meetings for any given particular annual meeting take place from approximately 18 months before the meeting to 9 months before the meeting.

Academic Secretaries for Faculties and Sections should attend the Organising Committee meetings and take an active part in the decision-making process. They are also responsible for making sure that their Faculty or Section submits suggestions for sessions, workshops and training courses.

Executive Committee

There will be a small Executive Committee to take a day-to-day management role in the running of the annual meeting, referring ideas and suggestions to the larger Organising Committee. The Executive Committee will consist of the Chair, the Programme Director, the Workshop Director, the Training Courses Director, the Director of Conferences and relevant members of staff. The President of the College may also wish to attend the meetings.

Programme

The Chair of the Annual Meeting Organising Committee will write to all Faculties, Sections, Divisions and SIGs approximately 18 months before the Annual Meeting. The deadline for suggestions is normally at least 12 months before the meeting. To submit an individual suggestion, please write to the Chair of the Organising Committee via the Conference Office.

With effect from the 2008 Annual Meeting, each Faculty and Section is given the responsibility of organising one day of a programme stream including sessions, workshops and training courses. These will take place on days one and four of the meeting. Faculties and Sections should still send other suggestions for days two and three to the Organising Committee.

Organising Committee Expenses

Whenever possible, members of the College Annual Meeting Organising Committee should obtain local reimbursement of any related attendance costs and only exceptionally submit these to the Committee Chair and the Treasurer for payment.

REGIONAL REPRESENTATIVES AND REGIONAL ADVISERS

Head of Postgraduate Educational Services (PGES), Robert Jackson (ext 159),
rjackson@rcpsych.ac.uk
Regional Representatives - Specialist Training Assistant, Charlotte Cox (ext 282),
ccox@rcpsych.ac.uk

The Head of the Postgraduate Educational Services Department is responsible for the administration of issues relating to Faculty and Section Regional Representatives, also Regional Advisers and Deputy Regional Advisers.

An administrator in this department maintains lists of Regional Representatives who have been nominated by the relevant local Faculty or Section consultants, approved by the relevant Faculty or Section Executive Committee and ratified by the Education, Training and Standards Committee. The administrator sends an induction pack and job description to new Regional Representatives.

PRIZES, LECTURES AND BURSARIES

Deputy Chief Executive, Roberta Wheeler (ext 164) rwheeler@rcpsych.ac.uk

PA to Deputy Chief Executive, Eloise Donohoe (ext 136) edonohoe@rcpsych.ac.uk

Head of Postgraduate Educational Services, Robert Jackson (ext 159),
rjackson@rcpsych.ac.uk

PA to Head of Postgraduate Educational Services, Katie Hillman (ext 158),
khillman@rcpsych.ac.uk

General Principles in Establishing a Prize, Lecture or Bursary

1. Proposals for prizes, lectures and bursaries are reviewed by the Finance Management Committee.
2. Once agreed, a written submission, including a budget, should be made to the College's Central Executive Committee (for financial approval) and Education, Training and Standards Committee (for academic approval).
3. Following College approval, the relevant information is included in the College booklet on prizes, lectures and bursaries which is maintained by the PA to the Deputy Chief Executive and which is published on the College website each year.
4. The Deputy Chief Executive's Department administers certain prizes. A fee is levied for this and must form part of the original proposed budget.
5. Information on all prizewinners must be sent by the Faculty, Section, Division or Special Interest Group Financial Officer to the PA to the Deputy Chief Executive, where necessary, to the Deputy Head of the Financial Services Department to arrange for payment of prizes.

How to Set Up a New Prize

The proposal should be sent to the Deputy Chief Executive at the Royal College of Psychiatrists.

The proposal should include:

- A full description of the prize.
- The target audience.
- The value. Please note that any new College prize funds will be subject to a minimum funding level of £25,000 before being approved. In the great majority of cases, adequate monies to support the establishment of a prize should be available at the time it is proposed. Please note that this minimum funding level does not apply to Faculty, Section, Division or Special Interest Group Prizes, but such proposals should include full details of how the prize is to be funded, which will need to be considered by the Treasurer. The value of Faculty, Section,

Division or Special Interest Group prizes should be set at a level that is likely to attract candidates.

- How often the prize will be awarded.
 - Justification for the establishment of such a prize.
 - Who would be eligible.
 - Whether the proposal is for a College prize or a Faculty, Section, Division or Special Interest Group prize (See above re: funding).
 - Who would examine entries for the prize.
 - A suggested closing date.
1. The Education, Training and Standards Committee has agreed that prizes should not be named after living psychiatrists.
 2. A preliminary budget will need to be prepared, and the proposal scrutinised by the Treasurer and Finance Management Committee and, if necessary, the Central Executive Committee. It may also be necessary to include administrative charges – please see below.
 3. The final proposal is sent for consideration to the Education, Training and Standards Committee, whose remit is to ensure that the objectives of the prize are valid educationally sound and that it is appropriately named.
 4. If the Education, Training and Standards Committee approves the prize, full details will be included in the Prizes and Lectures Booklet that is posted on the College website.
 5. Examiners for all College prizes must be approved by the Education, Training and Standards Committee.
 6. If a prize is established by a Faculty, Section or Division, examiners will need to be approved by the Faculty, Section or Division concerned, and reported to the Education, Training and Standards Committee for information.

Administrative Charges for Prizes

If applicable, these amounts should be included within the budget accompanying the prize proposal.

Category A

Where a Faculty, Section, Division or Special Interest Group takes complete responsibility for a prize and the Deputy Chief Executive's Department is involved only in:

1. Providing initial guidance on setting up a prize
2. Including details of the prize in the College's annual prizes booklet.

No administration charge needs to be included in the prize costings.

Category B

Where the Deputy Chief Executive's Department is involved in:

1. Carrying out 1 and 2 above on behalf of the Faculty, Section, Division or Special Interest Group.
2. Carrying out additional administrative work including the invitation of prizewinners to the Annual Meeting presentation ceremony.

The administration charge is £200.

Category C

Where the Deputy Chief Executive's Department provides ALL administrative services in the administration of a College prize, such as setting up examinations, finding examiners, etc., the administration charge is £300.

How to Set Up a New Lecture

A proposal must be sent to the Dean who will, if appropriate, refer the matter to the Education, Training and Standards Committee.

The proposal should include:

- a full description and purpose of the lecture
 - the target audience
 - details of funding (if appropriate)
 - how often the lecture would be given
 - justification for the establishment of such a lecture.
1. A preliminary budget should be prepared in collaboration with the Deputy Chief Executive's Department (who will consult the College's Financial Services Department and Treasurer, as necessary).
 2. A copy of the proposal is sent to the Finance Management Committee.
 3. Following discussion at this Committee, a copy is forwarded to the Programmes and Meetings Committee for consideration.
 4. Details of the lecture is sent to the Education, Training and Standards Committee.
 5. If the Education, Training and Standards Committee approves the setting up of the lecture, full details are included in the Lectures Booklet which is posted on the College website.

CPD SUPPORT

Head of Postgraduate Educational Services, Robert Jackson (ext 159),
rjackson@rcpsych.ac.uk
CPD and PGE Administrator, Marion Palmer-Jones (ext 108),
mpalmer-jones@rcpsych.ac.uk

Further information can be obtained on www.rcpsych.ac.uk under Training and Development.

The Head of Postgraduate Education and the CPD and PGE Administrator provide advice and administrative support to Members on all aspects of CPD, including:

- Policy matters
- CPD Committee matters
- Monitoring CPD trends
- Providing statistical information and advice to CPD regional co-ordinators and committee members
- Compiling regular progress reports
- Providing CPD certificates
- Processing fees from non-members
- Auditing all Form Es, referring any contentious issues to the CPD Committee
- Administering the CPD Committee and its sub-committees, and the Professional Governance and Ethics Committee
- NHS appraisal
- Proposals for GMC revalidation

Other PGES activities include:

- Administering CSTs and other applications for specialist registration
- Administering meetings with COPMeD
- Administering the list of regional postgraduate deans
- Administering applications for affiliateship and liaising with the Associate Registrar in respect of NCCG psychiatrists
- Administering the Education, Training and Standards Committee
- Organising Mental Health Act Section 12 approved courses for the Child and Adolescent Faculty
- International psychiatry

FINANCIAL MANAGEMENT

Head of Financial Services, Paul Taylor (ext 104) ptaylor@rcpsych.ac.uk

Deputy Head of Financial Services, Jimmy Tse (ext 106), jtse@rcpsych.ac.uk

Finance Administrator, Michelle Chattington (ext 107), mchattington@rcpsych.ac.uk

General Principles of Financial Management

These rules are subsidiary to those in the College Regulations.

1. Each Faculty and Section should appoint a Financial Officer from its Executive Committee for a period of two years with an option of two further years. The duties and responsibilities of this role are set out in the relevant job description in Appendix 3).
2. Faculties and Sections should be self-financing and should plan to generate funds to support their activities so that each event or project makes a surplus.
3. The College's auditors require that no Faculty or Section or part of a Faculty or Section may hold an individual bank account.
4. Faculties and Sections may not levy formal subscription or registration fees from their members. Members may make voluntary contributions through Gift Aid which is an easy and tax efficient method of giving. For further information please contact the Development Administrator in the External Affairs and Information Services Department.
5. Sponsorship and other forms of external funding may be used to improve the quality of educational and scientific activities, provided that the College's guidance on sponsorship is followed. All funds procured for such activities must be declared and paid into the College bank account. Enquiries about sponsorship or other external funding should be addressed to the Development Administrator in the External Affairs and Information Services Department.
6. Committee meetings and one-day meetings may be held in College meeting rooms at no charge. Charges for tea and coffee will be made to Faculty and Section accounts. If provided, lunches should be paid for by individual members.
7. There is no insurance provided through the College against losses incurred through cancellation or other unexpected problems arising in connection with planned conferences or other meetings.
8. If any Faculty or Section wishes to use funds for formal/informal entertaining it should be kept within a reasonable level in accordance with the College's sponsorship guidelines and charitable status. If there are any doubts about the level of this expenditure they should consult the Treasurer.

Deficits

1. Where any Faculty or Section goes significantly into deficit, no further expenditure on mailings or activities may be incurred without the express prior permission of the Treasurer.

2. The Faculty or Section Chair and the Financial Officer is invited to meet the Treasurer to present a business plan designed to eliminate the deficit.
3. The Treasurer reports on the plan to the Central Executive Committee, who decides whether the Faculty or Section will be permitted to continue to arrange its own activities, or should do so only under guidance of the Treasurer.
4. The College may agree to advance funds. In that event, all further activities must budget for a surplus in order to repay the loan within a period agreed by the Treasurer.

Financial Information Provided

1. The College's Financial Services Department provides monthly management accounts, and yearly accounts for each Faculty and Section. (See example in Appendix 8.)
2. The Deputy Head of the Financial Services Department provides advice, on request, on reviewing the accounts and accounting strategies.
3. Monthly and annual accounts are scrutinised by the appropriate College staff in consultation with the relevant Faculty or Section Officers.
4. An induction day to provide training for Faculty and Section Financial Officers is provided by the College, usually once per year.

Honoraria

Chairs and Honorary Secretaries of Faculties and Sections may apply for an honorarium to be given to their secretary if they have worked on behalf of the College. A letter is sent from the College Financial Services Department with details of honoraria each year. An honorarium is awarded retrospectively and is intended as a modest thank you from the College and should in no way be seen as payment for work carried out.

Other possible expenditure

Significant surplus

Where accounts have a significant surplus above the funding required to support scientific and CPD meetings or workshops year on year (including a contingency), these funds may be allocated to other projects e.g. prizes, lecture funding, time-limited working group expenses including the production of a report or other text.

- 1(a) Initiatives and proposals to establish lectures and prizes and other academic initiatives must be approved by the Education, Training and Standards Committee.
- (b) In these circumstances, the Chair and Financial Officer should take advice from appropriate College staff on likely costs and on the preparation of a brief business plan.

- 2 (a) Where the establishment of a working group is proposed, the Chair must present the proposals to the Central Executive Committee to avoid duplication of work and for consent if a member of College staff is to be involved in the administration of the working group.
- (b) The project leader has responsibility to ensure that the budget is not exceeded. Any likelihood of this must be reported to the Faculty Chair and Treasurer at an early stage for a management decision.
- (c) On project completion a statement of actual expenditure must be presented, with supporting documentation. Any unspent balance should be returned to the relevant main account.

Sponsorship, Endowment, Legacy

If sponsorship, an endowment or a legacy is received with a specific use designated:

1. It is essential to ensure that such funds are utilised in accordance with those terms.
2. It is a courtesy to keep the donor or any legacy administrators informed over time of the use of the money.
3. The Executive and Finance Committee should be informed about any endowments and legacies.
4. Appropriate acknowledgement will appear in the College's Annual Review.

COLLEGE MEMBERSHIP

Head of Financial Services, Paul Taylor (ext 104) ptaylor@rcpsych.ac.uk
Membership Manager, Liz Atkinson (ext 280), latkinson@rcpsych.ac.uk
Membership Administrator, Paul O'Connor (ext 281), poconnor@rcpsych.ac.uk

The College's Membership Department maintains records of Faculty and Section members. All new Members and associates of the College are invited, when completing their membership form, to indicate the Faculty or Section to which they wish to belong. All Member data is maintained, managed and updated in accordance with current data protection legislation and best practice (see Appendix 9).

MEDIA SUPPORT

Head of External Affairs and Information Services, Deborah Hart (ext 127),
dhart@rcpsych.ac.uk

External Affairs Administrator, Thomas Kennedy (ext 152) tkennedy@rcpsych.ac.uk

The College's External Affairs Office provides advice and support on media relations, including advising Members on media training opportunities.

All Faculties and Sections are represented on the Public Education Committee. The Public Education Committee produces an annual public education strategy that is carried forward by External Affairs (for example, issuing press releases regarding meetings and organising press conferences).

The Press Office is keen to promote new research presented at Faculty and Section conferences by issuing press releases, some of which gain national coverage.

For further information about press events or media training, please contact the Head of External Affairs and Information Services.

LIBRARY AND INFORMATION SERVICE

Head of External Affairs and Information Services, Deborah Hart (ext 127),
dhart@rcpsych.ac.uk

Library and Information Services Manager, Sally Blake (128) sblake@rcpsych.ac.uk

Library and Information Services Assistant, Shaun Kennedy (152)
skennedy@skennedy@rcpsych.ac.uk

Library and Information Services Assistant Joanna Wright (138) jwright@rcpsych.ac.uk

The Library and Information Service is available to all Members of the College for enquiries and other assistance.

There is workspace available and there are three PCs available with internet access.

Electronic services include:

- computerised catalogue for easier location of print materials
- access to full text electronic journals
- an article retrieval service
- fast search access to Medline, PsycInfo (ClinPsych and PsychLit) and Embase
- access to the Cochrane Library, King's Fund database and DoH and Nuffield Trust Libraries.

The College Policy Index is retained by the Library and Information Service.

A copy of the College's Records Management Policy is available on request.

DEVELOPMENT/FUNDRAISING/ SPONSORSHIP

Head of External Affairs and Information Services, Deborah Hart (ext 127),
dhart@rcpsych.ac.uk
Development Administrator, Liz Cowan (ext 122), lcowan@rcpsych.ac.uk

For more detailed information see College Report CR117 – *Good Psychiatric Practice: Interim guidance on the relationship between psychiatrists and commercial sponsors and the sponsorship of College activities*

available online -

<http://www.rcpsych.ac.uk/publications/collegereports/cr/cr117.aspx>

The Development Section provides advice on obtaining external funding for meetings and on interpretation of the College's document on guidance on sponsorship and other forms of external funding. Faculties and Sections should contact the Development Manager if they have any queries about external funding, including the sale of exhibition space, sponsorship and educational grants.

Sponsorship and External Financial Support

Where appropriate, the College, through its Development Manager, attempts to obtain external financial support for individual conferences. This support can include the sale of conference exhibition space, sponsoring of satellite sessions and lectures and educational grants. The Faculty or Section Executive Committee should provide guidance and assistance as required. It is permissible for Academic Secretaries to ask speakers, particularly those from overseas, whether they have any local means of supporting their attendance, especially in respect of travel costs.

The sale of exhibition space, sponsorship and other forms of funding that bring commercial advantage are VAT standard-rated and VAT is levied where appropriate. Exhibitions are provided as a service to delegates and are private but particular care must be taken to ensure that members of the public are not exposed to advertising by pharmaceutical exhibitions.

Dedicated funding from external or College sources, for example to cover costs of delegates from other organisations or of attendance by trainees, is permissible. Registration forms may need to be amended to recognise such individuals and an accounting process may need to be established. The money should be paid into the meeting account and form part of the budget as a subvention for specific delegates. It must be calculated to cover registration fees and also associated venue costs that may be generated by thus increasing numbers at the meeting. Such sponsorship should not adversely affect other delegates' registration fees.

Cancellation of External Support

The cancellation of an offer of external support may adversely affect the budget for any given meeting. It may also lead to erroneous acknowledgement in a printed programme. The following cancellation clauses apply for satellite symposia and exhibition space for all meetings administered by the College. Should cancellation occur, an administrative surcharge of £50 is made in addition to any cancellation forfeit. All charges and cancellation dates are reviewed annually.

Cancellation before 31 st December:	£50 surcharge only.
Cancellation before 31 st January:	40% retention by College.
Cancellation before 29 th February:	60% retention by College.
Cancellation before 31 st March:	100% retention by College.

Where external support takes the form of an insertion in a delegate pack or a displayed paper on the registration desk, no refunds are issued for any fee for which an invoice has been raised.

PUBLICATIONS

Head of Publications, Dave Jago (ext 242), djago@rcpsych.ac.uk

Website Manager, Julia Burnside (ext 118) jburnside@rcpsych.ac.uk

Committee Manager, Candace Gillies-Wright (ext 234), cgillies-wright@rcpsych.ac.uk

The work of the Faculties and Sections occasionally results in publications of one sort or another. The College's Publications Department is responsible for the central co-ordination, production, marketing and distribution of all such publications which are intended for wider distribution outside of the originating Faculty or Section. The Publications Management Board is responsible for approval and pricing of these publications.

College Reports

Reports which become College policy are designated as College Reports and must be placed before the Central Executive Committee for approval. Up to the approval stage, the Committee Manager should be kept fully informed of progress. When the document is ready for approval, a summary will have to be made by the authors and a short distribution list provided. The Committee Manager can advise on this.

The summary appears in the *Psychiatric Bulletin* and on the website and may be reproduced in other marketing materials. Once the report is approved by the Central Executive Committee, it is forwarded to the Publications Department, which copy-edits it for style and consistency, format the text and arranges production. Distribution is through the College's Book Sales Office. College Reports are currently produced as short-run documents, which allows production in batches as copies are sold and keeps costs to a minimum. They are also available in full on the website, free of charge.

Occasional Papers

These are not official College policy, but must be presented to the Central Executive Committee for information before publication. Otherwise, they are similar to College Reports.

Books etc.

Occasionally, Faculties or Sections may produce documents which they think are suitable for publication in book form. In such instances, an outline must be forwarded to the Publications Management Board for evaluation and approval. The Head of Publications can advise on this. If accepted for publication, the manuscript is forwarded to the Publications Department for production and the Department collaborates closely with the originators to ensure a high standard of production and as wide a distribution as possible.

Website

The Publications Department is responsible for the running of the College's website. An area is provided on the site for each Faculty and Section. Currently, there is a template of basic information which each Faculty and Section should provide and as the site is developed, more individual content is added in collaboration with the Faculty or Section. Each Faculty and Section should nominate a member to co-ordinate material for it and that person should contact the Website Manager to discuss the needs of the Faculty or Section.

Note: See Appendix 10 for "Guidelines on the Production of College Newsletters".

APPENDICES

APPENDIX 1

JOB DESCRIPTION

CHAIR

TERM OF OFFICE: 4 years

JOB PURPOSE:

To lead and represent the Faculty or Section both within the College and externally.

KEY RESPONSIBILITIES:

Attend meetings of the College's Central Executive Committee (eight times a year) and introduce the Faculty or Section Honorary Secretary at one of these meetings.

1. Provide a summary report to the Executive Committee of key issues discussed at the Central Executive Committee
2. Chair four Executive Committee meetings each year and Faculty or Section business meetings.
3. Lead the Executive Committee, delegating to individuals or subgroups as appropriate, and ensure follow up between executive committee meetings.
4. Develop a strong working relationship with the Honorary Secretary.
5. Ensure effective liaison through Faculty or Section representation on other College committees, and appropriate outside organisations. The Chair and immediate past Chair of the CAP faculty will serve as faculty representatives to the European Union of Specialist Doctors.
6. Maintain effective liaison with the College President, Registrar and Dean.
7. Sustain a lead role with bodies such as the Department of Health, the Home Office and other relevant agencies.
8. Work with the Faculty or Section Academic Secretary to ensure successful residential meetings.
9. Monitor the Faculty or Section's finances with the Financial Officer and Honorary Secretary, ensuring as necessary, the presentation of budgets at the Executive and Finance Committee.
10. Work with the Newsletter Editor to ensure regular and effective communication with the Faculty or Section membership.
11. Work with the Faculty or Section Public Education Officer/s to ensure effective management of media-related issues, including interest generated by conference programmes.
12. Through maintaining regular contact, ensure that the Faculty or Section Regional Representatives are aware of current executive issues and projects.

This will include review of how CPD, mentoring and public education are managed locally.

13. Oversee the development and management of any strategic targets agreed by the Executive Committee at strategy meetings usually held once each year.
14. Maintain regular communication with the Faculty or Section administrators at the College.
15. Ensure confidentiality when the Executive Committee is dealing with sensitive topics.
16. Undertake periodic reviews of the Executive Committee's co-opted membership.
17. Request written authorisation from the Registrar for the use of the Faculty or Section mailing list or inclusion of a paper in a Faculty or Section mailing.
18. Initiate and develop excellent working relationships with the chairs of other Faculties, Sections, Divisions and SIGs of the College.
19. Undertake or identify representation of the College with outside organisations.
20. Ensure that procedures are in place to prepare Faculty or Section nomination lists for College clinical excellence awards.

APPENDIX 2

JOB DESCRIPTION

HONORARY SECRETARY

TERM OF OFFICE: 4 years

JOB PURPOSE:

1. To assist the Faculty or Section Chair in conducting the business of the Executive Committee.
2. To maintain close contact with Executive Committee members to ensure completion of follow-up work between meetings.

KEY RESPONSIBILITIES:

1. Attend four Executive Committee meetings each year.
2. Prepare and manage those Executive Committee agenda items which appear as Honorary Secretary's business.
3. Ensure timely follow-up of action points after Executive Committee meetings.
4. Represent the Faculty or Section on specific College committees and if necessary, deputise for the Chair at meetings of the Central Executive Committee.
5. Attend the Faculty or Section business meetings and produce an accurate record of proceedings for circulation at the next business meeting.
6. Prepare the Honorary Secretary's annual report to the Faculty or Section annual business meeting.
7. Prepare the annual report of the Faculty or Section for the College Annual Review.
8. Support the Chair's lead and provide a lead in representing the Faculty or Section within the College and externally.
9. Prepare and/or co-ordinate responses to consultation documents (e.g. Government green papers, proposed new legislation, Home Office or Department of Health guidelines, or policy documents of related disciplines.)
10. Support the Chair in the development and management of strategic targets.
11. Maintain contact with the Faculty or Section administrators at the College.

APPENDIX 3

JOB DESCRIPTION

FINANCIAL OFFICER

TERM OF OFFICE: 2 years (with an option for 2 further years)

JOB PURPOSE:

1. To ensure sound financial management of Faculty and Section funds.
2. To act on behalf of the Treasurer.

KEY RESPONSIBILITIES:

1. Be familiar with a range of College guidelines, e.g. on sponsorship, on the production of newsletters, on allowable expenses to members and speakers at conferences, including correct presentation of claims for reimbursement etc.
2. Arrange an initial and ad hoc meetings with the Deputy Head of the College 's Financial Services Department.
3. Receive and review monthly management accounts from the College's Financial Services Department.
4. Prepare an annual business plan for presentation to the Executive Committee and the Treasurer to indicate likely income, expenditure and reserves over each twelve-month period.
5. Present a quarterly report and statement of accounts for circulation with each Executive Committee meeting's papers, indicating performance against business plan.
6. In consultation with the Chair, the Academic Secretary and a member of College Conference Office staff, share in the preparation of a budget for each Faculty and Section conference.
7. Review, sign and date the budget planner following preparation by College Conference Office staff.
8. Where necessary, share in the preparation of a joint meeting agreement if another Faculty, Section, Division Special Interest Group or outside organisation is involved.
9. Review, sign and date any joint meeting agreement following preparation by College Conference Office staff.
10. Authorise, in liaison with the Chair and Academic Secretary, any variation in budget expenditure that occurs during the course of a meeting.
11. Assist the Chair or College staff member with the preparation of a budget for all project work or for the establishment of a prize or lecture, for consideration by the Executive Committee and for submission to the Executive and Finance Committee.

12. Liaise with the Academic Secretary and/or Honorary Secretary over forwarding information to the College Postgraduate Educational Services Department about prizewinners and request cheques as necessary from the College Financial Services Department in time to allow for presentation of the prize and winner at the next Faculty or Section conference or College Annual Meeting.
13. Monitor the number of mailings to members each year.
14. Inform the Chair/Treasurer if a deficit is anticipated or if accounts are substantially in deficit and likely to remain so.
15. Liaise with the Chair and Treasurer over steps to eradicate any significant deficit and to ensure that while in deficit, no expenditure on mailings or activities is incurred without the express prior permission of the Treasurer.
16. Ensure that income is used only for those purposes set out in the College Bye Laws, and that no separate account is established outside the College account.
17. Ensure that any changes in discount arrangements for Faculty and Section conferences are notified to the College for inclusion in the College support document.
18. Attend College training workshops for Financial Officers.

APPENDIX 4

JOB DESCRIPTION

ACADEMIC SECRETARY

The Academic Secretary is appointed by the relevant Faculty or Section Executive Committee.

JOB PURPOSE:

1. To be responsible for all aspects of the scientific meetings of the relevant faculty or section.
2. To represent the faculty or section on the Programmes and Meetings Committee and Annual Meeting Organising Committee.

KEY RESPONSIBILITIES:

1. Actively participate in the Programmes and Meetings Committee, a standing committee of the Central Executive Committee.
2. Attend College training workshops for Academic Secretaries.
3. Meet with the Director of Conferences annually to review past meetings, discuss future requirements and analyse the contribution of these meetings to the meetings programme.
4. Serve on or delegate to a Faculty Executive appointed deputy(ies) to serve on the Annual Meeting Organising Committee.
5. Lead the design, organisation, delivery and monitoring of all scientific meetings.
6. Work closely with the College Conference Office that organises and administers these meetings and ensure that deadlines are met.
7. Liaise with the appropriate members of College staff on fundraising and exhibition space.
8. Have an awareness of potential media interest in certain topics and contact the Head of External Affairs to develop a media strategy in consultation with the faculty Public Education Officers for each meeting.
9. Ensure that session organisers and chair are briefed on their responsibilities.
10. Liaise directly with each speaker.
11. Liaise with appropriate CPD and trainee committee representatives to ensure a balance of topics and styles.
12. Ensure that speakers deliver presentations and workshops to a high standard and that these reflect modern theory and practice in adult learning.
13. Approve and sign each meeting budget at an early planning stage.
14. Ensure adherence to College meetings policies and guidelines, particularly in relation to speaker expenses and other financial arrangements.

15. Chair the meetings sub-committee, if the faculty selects this method of organising scientific meetings.
16. Ensure that all meeting mailings are prepared and sent in good time.
17. Manage the process of providing and regularly reviewing prizes and lectures, including submission of proposals and the results of the review to the Programmes and Meetings Committee (for lectures) and t (for prizes).

APPENDIX 5

JOB DESCRIPTION

EXECUTIVE COMMITTEE MEMBER

TERM OF OFFICE: 4 years

JOB PURPOSE:

To actively participate at all meetings and to undertake tasks delegated to subgroups or individuals.

KEY RESPONSIBILITIES:

1. Attend the quarterly Executive Committee meetings and Executive Strategy meetings.
2. Represent the Faculty or Section on other College committees and at outside organisations.
3. Respond to administrative requests for agenda items for Executive Committee meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Faculty or Section between the quarterly meetings.
5. Serve as convenor of an Executive subgroup on a specific subject and co-ordinate a report to the Executive.
6. Respond to new policy or other documentation on behalf of the Faculty or Section, sometimes at short notice.
7. Represent own area of specialty interest or geographical area of work. In some cases members of the Executive will have specific roles, for example, as representatives of Divisions or the Faculty or Section Regional Representatives group.
8. Undertake active communication with Faculty or Section members and report matters of significance to the Executive.
9. Included in the College's list of mentors for newly appointed consultants in their own specialty.

Note:

In general, elected members failing to attend two consecutive Executive Committee meetings will receive a letter from the chair seeking affirmation of their commitment to continue as a committee member. Failure to attend a third consecutive meeting will normally result in the decision to ask the member to stand down, although consideration will be given to exceptional circumstances. If the person next in line at the most recent election missed election by a narrow margin, they may then be invited to assume that committee place until the next election. The vacancy may otherwise be filled by means of co-option until the next election.

APPENDIX 6

REIMBURSEMENT OF EXPENSES

Members should seek reimbursement of travelling costs locally, whenever possible, and should only seek reimbursement from the College if funds cannot be obtained from other sources. Members should certify that they have tried to obtain reimbursement locally but were unsuccessful. It may be necessary from time to time to seek confirmation that reimbursement is not available from a member's employer.

EXPENSES RESULTING FROM MEETINGS

Reimbursement of Speakers' Expenses and Honoraria

Members

Only Members of the College who have been invited to present a paper at meetings are entitled to attend the conference free of charge on the day on which they are speaking. Should they wish to attend any additional days of the conference, the full day registration fee must be paid. Such Members are **not** entitled to any travel or subsistence expenses; these must be reclaimed locally. If funds cannot be obtained from other sources, then a letter should be sent to the College's Finance Department from the Member's Employing Authority confirming that travel expenses cannot be reimbursed locally. Speakers who are Members should pay for any conference or gala dinner. **Honoraria or gifts cannot be given to College members.**

Non-Members

Non-members of the College who are invited to speak are entitled to complimentary registration on the day on which they are speaking, together, if necessary, with one night's accommodation and travelling expenses according to the College's guidelines. Overseas speakers are entitled to two nights accommodation and economy or Apex airfares. Conference dinners may be given to non-members, but exact numbers must be budgeted for at an early stage. An honorarium or modest gift in kind may be given, but only if budgeted for at an early stage and only for non-members. Alternatively, a donation to charity is permissible with the Treasurer's approval.

Completion of Claim Forms

The Central Executive Committee has approved the reimbursement of unavoidable travelling and subsistence costs for elected Members incurred by attending meetings of the Central Executive Committee, the Education, Training and Standards Committee, Standing and Special Committees and Executive meetings of the Faculty. In addition, the reimbursement of travel expenses incurred by such sub-committees or working groups as the Central Executive Committee has specifically authorised will be paid. Co-opted members, seeking reimbursement of travel expenses, must have their co-option approved by the Central Executive Committee before submitting claim forms.

Completion of Claim Forms

Members are asked to provide **ORIGINAL RECEIPTS AND TICKETS FOR ALL EXPENSES CLAIMED**, including hotels, car parks, taxis, bus, tube (receipts can be obtained when purchasing the ticket or ask to be let through the barrier at the station to ensure that the ticket is not retained), trains, airfares and meals. Claims will not usually be paid without the production of original receipts and tickets. Requests for

reimbursement of travel expenses, which are not covered by the guidelines above, should be discussed with the Treasurer in advance of claims being submitted.

Please note that travel expenses must be submitted to the Finance Department within **SIX WEEKS** of the date of the event for which travel is being claimed. Travel claims will not usually be reimbursed if received after six weeks. All expense claim forms must be completed in full, then signed and dated by the claimant.

Public Transport Travel

The College will only reimburse standard class rail travel. All other public transport (tubes, buses, etc) will be reimbursed. Members will be reimbursed for first-class rail sleepers. The Central Executive Committee has agreed that Members should use reduced fare tickets whenever possible, particularly when attending meetings held in the afternoon.

Domestic Air Travel

Claims for air travel will only be accepted when committee members cannot reasonably be expected to arrive on time using other modes of transport. Prior approval from the Treasurer is required.

International Air Travel

The College will only reimburse the least expensive air fares which will usually be Economy or Apex. Air fares can often be considerably reduced if travellers stay overnight on Saturdays. Members are asked to take this into account when booking fares.

Motor Travel

30p per mile is allowable, irrespective of engine capacity. Claims for motor car travel, which are in excess of standard class rail travel, will only be considered in special circumstances. Claims for parking fees should be submitted with relevant receipts.

Taxis

Taxi fares are only permissible where heavy luggage is carried, where there is no other suitable method of public transport or when it is essential to save time. All receipts must be submitted.

Subsistence

- | | | | |
|---|---------------|---|--------------------------------------|
| • Overnight in London,
Dublin, Edinburgh | up to £115.00 | } | to cover overnight stay in
hotel. |
| • Overnight elsewhere | up to £100.00 | } | |
| • Day Subsistence | | } | |
| Breakfast | up to £5.00 | } | to cover food/beverages |
| Lunch | up to £10.00 | } | on production of receipts |
| Dinner | up to £20.00 | } | |

APPENDIX 7

EXAMPLE CONFERENCE BUDGET

NAME OF CONFERENCE:

G&C

DATE OF CONFERENCE:

14th - 15th October 2004

VENUE:

University Arms, Cambridge

APPROX # OF

125

DELEGATES:

NO of CONFERENCE DAYS

2

Nominal Code:

72.3

130	Travel, subs & accommodation: Staff	2
	Rail @ £32.5 x 2staff Local transportation (taxis) Daily rate for staff - dinner @£20 x 2 nights x 2 staff Accommodation & breakfast (2 nights @ £100 x 2staff)	
200	Printing (Free printing for faculty/section mailings)	
	Prog pages 2 Abstract pages 7 Final Programme (pages x delegates/speakers x 0.01) Abstract Book (pages x delegates/speakers x 0.01) Feedback forms (5 pages x delegates/speakers x 0.01) List of delegates (3 x delegates/speakers x 0.01)	
205	Postage (Faculty/section free postage for preliminary mailing)	
	Speakers letters of confirmation (speakers x .27) Delegates letters of confirmation (delegates x .27)	
	Advertising in BJP	
206	Courier	
210	Stationery	
	Conference/College stationery Delegate & speaker badges & inserts (£1 each) Other (e.g. extra badges)	
249	Miscellaneous / contingency (approx. 5% of total cost)	

270	Telephone		
311	Professor R Williams, Director of Conferences (subsistence)		
312	Hire of venue (hire of Ballroom Suite included in DDR)	Syndicate rooms	
313	Audio visuals		
	Ballroom Suite	Data projector Laptop Slide projector Sound system Technician	
	7 Syndicates	OHP x 7 Slide projector x 2 Flipchart x 7 Video x 2 Poster Boards VAT	
314	Speakers expenses (see Appendix 1 for detail) Total number of speakers, workshops & chairs	No of non-members	27 4
		Direct costs for speakers' (ddr x speakers) attending on a complimentary day	
315	Day delegate rate	(delegates, inc. concessions x days x ddr) Daily delegate rate (ddr) (Includes four servings tea/coffee and lunch)	£40.00
316	Catering	Delegate rate for exhibitors	
317	Social events	Drinks reception	£10 per person

SUB-TOTAL

**SUB TOTAL
B/FORWARD**

670

*ESTIMATED INCOME FROM
SPONSORSHIP*

£5,000

*Contribution to College funds from
sponsorship*
(NET =

£4,348

**ADJUSTED SUB-
TOTAL**

**EXPENDITURE LESS SPONSORSHIP
INCOME**

Contribution to College funds (15%) from delegate fees

**TOTAL NET EXPENDITURE INCLUDING CONTRIBUTION TO
COLLEGE**

# Delegates at 100%	100
# Delegates at 75%	20
# Delegates at 50% (Retired/Inceptor)	5

**TOTAL COST PER DELEGATE - WHOLE
MEETING**

SUGGESTED COSTS PER:

DELEGATE - WHOLE MEETING

£210.00

DELEGATE PER DAY

£100.00

**RETIRED/TRAINEE - WHOLE
MEETING**

£100.00

RETIRED/TRAINEE PER DAY

£50.00

**PREPARED
BY:**

Michelle Braithwaite, Deputy Conf Mngr

**APPROVED
BY:**

*Roberta
Wheeler*

**APPROVED
BY:**

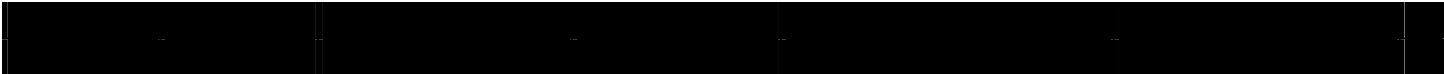
Paul Taylor

**APPROVED
BY:**

Richard Morriss

**APPROVED
BY:**

*Geraldine
O'Sullivan*



APPENDIX 8

EXAMPLE MANAGEMENT ACCOUNTS STRUCTURE

ACCOUNT NUMBER	DESCRIPTION	CLOSING BALANCE
70	Faculties	0.00
70-10	Forensic	0.00
70-10-01	Forensic: General	0.00
70-10-01-130	Travel, subs. & accom: staff	0.00
70-10-01-280	Printing	0.00
70-10-01-285	Postage	0.00
70-10-01-210	Stationery	0.00
70-10-01-249	Miscellaneous	0.00
70-10-10	Forensic: Mailings	0.00
70-10-10-380-	Printing	0.00
70-10-10-295-	Postage	0.00
70-10-10-210	Stationery	0.00
70-10-10-249	Miscellaneous	0.00
70-10-20-	Forensic: Committees	0.00
70-10-20-130-	Travel, subs. & accom: staff	0.00
70-10-20-300	Printing	0.00
70-10-20-305	Postage	0.00
70-10-20-210	Stationery	0.00
70-10-20-249	Miscellaneous	0.00
70-10-20-310	Travel, subs. & accom: Trustees	0.00
70-10-20-311	Travel, subs. & accom: others	0.00
70-10-20-316	Catering	0.00
70-10-30	Forensic: Res. Meetings	0.00
		0.00
70-10-30-130	Travel, subs. & accom: staff	0.00
70-10-30- 300	Printing	0.00
70-10-30-285	Postage	0.00
70-10-30-210	Stationery	0.00
70-10-30-249	Miscellaneous	0.00
70-10-30-310	Travel, subs. & accom: Trustees	0.00
70-10-30-311	Travel, subs. & accom: others	0.00
70-10-30-312	Hire of venue	0.00
70-10-30-313	Audio visuals	0.00
70-10-30-314	Speakers' expenses	0.00
70-10-30-315	Delegate day rate	0.00
70-10-30-316	Catering	0.00
70-10-30-550	Overheads recharge	0.00
70-10-30-660	Registration fees	0.00
70-10-30-670	Sponsorship	0.00

APPENDIX 9

DATA PROTECTION POLICY

Introduction

The Central Executive Committee has agreed that the College must comply with the rules of good information handling.

Reference is made to personal data throughout this document. This includes personal data of Members, Fellows and Associates of the College as well as examination candidates and conference delegates. Any member of staff processing personal data must comply with the eight enforceable principles of good practice. Personal data must be:

- fairly and lawfully processed
- processed for specified and lawful purposes and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate and kept up to date
- no kept for longer than is necessary
- processed in line with the data subjects' rights
- secure
- not transferred to countries outside the European Economic Area without adequate protection

Staff must be aware that Members' personal data is bound by the Data Protection Act and should never be passed on to third parties except under carefully defined circumstances.

Training will be given to those staff who routinely handle membership data. Any other staff members may request training in this area by writing to the Deputy Chief Executive and Human Resources indicating the specific areas they wish to cover. If you are uncertain about any aspect of their work in relation to Data Protection or if you have a particular question, please do discuss this with either the Chief Executive (Membership Data) or the Deputy Chief Executive and Human Resources (Staff Data).

Staff should abide by these rules and failure to do so may result in disciplinary action or dismissal.

Personal Data

Personal data may simply be a list of names. It could also include all or any of the following:

- addresses (work and/or home)
- telephone numbers
- e-mail addresses
- membership status
- date of birth
- subscription history
- comments
- distinction awards
- College appointments (eg. Examiner, Regional Advisor)
- photographs

Members' Personal Data

This includes personal data of Members, Fellows and Associates of the College as well as examination candidates and conference delegates. The Central Executive Committee has agreed that there should only be two databases; one which retains membership data and a second which maintains employee data. Personal data for College members should only be kept on the Concept database.

Staff may not establish any separate database or typed list with members' details (names, address etc). All membership data must be taken from Concept. If there is a need to set up a special list, then this must be done through the Committee Section of Concept.

The IT Unit will advise staff how this should be done. They can also show staff how to produce letters, labels and lists using Concept. Any amendment to membership data supplied by College members must be forwarded to the Membership Office. Members should be encouraged to write to this office when amending their personal details.

Distribution of Data to College Officers (including Officers of Faculties, Sections, Divisions and Special Interest Groups (F, S, D & SIGs))

Only the Registrar can authorise release of membership data. Circulations to members should always be sent from the College by staff, rather than College members, so that the latest version of data kept on Concept is used. College members who hold College positions can, request access to relevant parts of the College membership database by writing to the Registrar.

College members holding College positions do, upon request, have access to relevant part of the College membership database. For example, Chairs and Secretaries of FDSIGs receive print-outs of the members when taking office. However, the lists from the Membership Office will only provide names and towns, not full addresses. The Registrar should be contacted in writing if Officers need more detailed membership data for specific circulations. The purpose of the circulation should be included in the request. Only the Registrar can authorise release of membership data and mailings must always be sent from the College.

College Forms and Questionnaires

Since January 2002 all College forms and questionnaires which collect personal data from College members, staff members or the general public have included the Data Protection Statement, or shortened version, stating why the information is being collected and include the Padlock Symbol.

Releasing Membership Data to Third Parties including College Members

Great care should be taken when releasing membership data to third parties. Hospital and home addresses should not be given to the general public, although letters can be forwarded to College members by College staff. Home addresses should not be given to College members without the express permission of members. Hospital addresses are in the public domain and may be given to College members on request. Requests from the general public (including solicitors, patients, other medical or charitable organisations) for hospital addresses or confirmation of membership status should be put in writing before any details are given and any queries should be directed to the Chief Executive.

All College members have been given the opportunity to opt out of having all or some of their personal details published on the Online Membership List or receiving information from third parties. This confidential indicator is only included on the Concept database and this is another reason why membership data can only be kept on this one central database.

The Registrar has the sole authority to agree whether members' personal data may be passed onto third parties. Any such requests should be forwarded to the Registrar. This includes the use of members' personal data for questionnaires both from within the College (ie. Faculties, CRU, Postgraduate) and from external sources.

Receiving personal data from external sources

Staff may sometimes receive lists of individuals from external sources. These may come from a variety of sources for different use such as for research projects, book launches or fundraising events. If these lists contain personal data they are subject to the eight data protection principles. Any such personal data should be regarded as confidential and must be kept in a secure place and destroyed as soon as it is no longer required.

Personal Data on the College Website

Staff should be particularly aware that putting members' personal data on the College website without explicit consent directly contravenes Data Protection legislation. Personal data should never appear on the website without the permission of the member. Any proposal to put members' data on the website must be discussed in advance with the Chief Executive who has overall responsibility for members' personal data. A draft consent form must be prepared and submitted to the Chief Executive. This must clarify the purpose and emphasise the accessibility of this data to the general public. Only when written permission is secured in this way may personal data appear.

Personal Data for Non-Members

There are a limited number of databases that collect personal data on individuals who are neither College members nor College staff and a regular audit of these databases is carried out. The same eight data protection principles will apply to this personal data. For example, the Data Protection Statement must be included on all forms collecting data, together with the Padlock. The information must be updated regularly, usually on an annual basis. It should not be kept any longer than necessary. There must be controls in place to secure the information. The information must not be sent to third parties without the consent of the Registrar.

The following is a complete list by department of these separate databases. The Chief Executive must be informed of any proposal to set up any additional database:

Publications

- Manuscript Tracking System (RMTS)
- Book sales
- Book Review Database
- Non-members subscriptions for College journals

External Affairs

- Benefactors and Sponsors
- Press and media contacts

Examinations

- Hospital staff involved in organising MRCPsych exam

Research Unit

- The list of databases maintained by the CRTU is reviewed on a regular basis by the Chief Executive and CRTU staff

Office Services

- Suppliers

Finance

- Purchase and Sales Ledgers

Employee Data

Employee data is maintained on the personnel database, staff paper files held centrally and the payroll database. The Deputy Chief Executive is responsible for employees' personal data and maintaining staff files. There should be no other databases or manual files containing employee personal data within the College. College employees are circulated on an annual basis to confirm the accuracy of their personal data. Any requests for access to employee data should be forwarded to the Deputy Chief Executive

Vanessa Cameron, Chief Executive

Roberta Wheeler, Deputy Chief Executive.

October 2007

APPENDIX 10

GUIDELINES ON THE PRODUCTION OF COLLEGE NEWSLETTERS

The publication of Newsletters by Faculties, Sections, Special Interest Groups and Divisions of the College is welcomed and encouraged. The following guidelines are designed to ensure that these activities are costed and funded appropriately. They will also ensure that the Central Executive Committee is informed about issues raised or initiatives proposed, so that details of these may be promulgated to other parts of the College where appropriate, and unnecessary duplication of activities within the College may be prevented.

1. The Newsletter should state clearly and explicitly that it is an official publication of a Division/Faculty/Section/Special Interest Group of the Royal College of Psychiatrists;
2. The Newsletter should, however, contain a statement clarifying that views and opinions expressed within it are those of the authors and may not represent official College policy;
3. If the College crest appears on the Newsletter, this must be in the format available from the Head of Publications Services. The College crest must not be adorned or modified in any way;
4. The Newsletter may be circulated with routine College mailings. Production costs including photocopying and additional postage charges will not be met by College central funds, but will be charged to appropriate budgets (Faculties, Sections, Special Interest Groups or Divisions);
5. Sponsorship may be obtained from outside sources to support the production and circulation of the Newsletter, but details must be submitted in advance to the Central Executive Committee for approval. Details of any proposed advertisements should be included in the budget. Sponsorship may be acknowledged in the text of the Newsletter in accordance with the usual College procedures; ie modest reference may be made.
6. Each issue of the Newsletter should be submitted at the time of issue to the Committee Manager for circulation to the Central Executive Committee for information and interest.

APPENDIX 11

GUIDELINES FOR MASS E-MAILING

This document applies to mailings to large groups such as “all College members”, “all members of a Faculty”, etc. It does not apply to committees, working groups, etc. For guidance on mailing to these groups, see “Circulation of Documents for College Meetings: E-Mail and Post”.

How Often?

Mass e-mailing to College members remains a fast and effective means of communication and in order to maintain its effectiveness, the Executive and Finance Committee has decided that each group as defined above, may send 5 mass e-mails to their members per year.

Practical Considerations

We formally request changes of e-mail addresses once a year with the subscription letter. However, we also need to encourage members to advise of changes as they happen.

1. We need e-mail addresses for all members. At time of writing, we have e-mail addresses for approximately 70% of our members.
2. We currently obtain specific agreement for members to receive e-mail. The member must specify whether this will be at home OR at work. At time of writing, we have agreement from approximately 20% of our members.

When a member registers for the members’ area of the website, this permission is logged automatically. The Membership Office can also set it manually.

Content of the e-Mail

1. There must be **no** attachments but there can be links to either the College website or other websites.
2. The e-mail should be as brief as possible and definitely not more than the equivalent of a page of A4, one side.
3. There must be an author and contact details so that recipients are clear about who sent it and who to contact.

Who Can Ask For A Mass E-Mail To Be Sent?

Only:

1. An officer of the College; or
2. The Chair of a Faculty, Section, Division or SIG OR one designated person appointed by the Chair

can request that a mass e-mail be sent. This is so that all e-mails are consistent with College policy and to ensure relevance.

The request for a mass e-mail should first go to the College's IT Manager, Gordon Malcolm at gmalcolm@rcpsych.ac.uk.

What Happens Next?

The IT Manager will seek approval from the Deputy Chief Executive (and in her absence the Chief Executive).

If approval is not obtained or there are other problems, the IT Manager will contact the sender to resolve the matter.

Once the e-mail is ready, the IT Manager will send it without further contact with you.

Questions on these guidelines should be referred to Roberta Wheeler, Deputy Chief Executive, in the first instance.

These guidelines will be reviewed annually.

APPENDIX 12

CIRCULATION OF DOCUMENTS FOR COLLEGE MEETINGS: E-MAIL AND POST

This document applies to mailings to small groups such as committees, working groups, etc. It does not apply to mailings to large groups such as "all College members" or "all members of a Faculty", etc. For guidance on mailing to these groups see "Guidelines for Mass E-Mailing".

Introduction

The College aims to be efficient and effective in its use of resources, including time and materials. As part of this, the in-house working group on electronic meetings has agreed that as a general principle:

Everyone who sends out documents to committees, working groups or any other small group of people should aim to do so electronically.

Factors to take into consideration before you start

- Confidentiality of Content of Documents: Should the document be circulated in the first place? If you decide that it is appropriate, remember that it may be forwarded on to a wider and inappropriate audience. If the document is sensitive, this will be a particular problem and should be referred to the Chair.

- Access: Does everyone in the group have e-mail? If so, has everyone agreed that you can send documents this way?

- Data Protection: Do NOT keep lists of email addresses. Use the Concept e-mail group facility.

Do not send e-mails out in such a way that every recipient can see everyone else's e-mail address. Use the blind cc facility.

Put a heading at the start of your message indicating to whom the message has been sent (e.g. "to all members of the Confidentiality Advisory Group" or "this message has been sent to Dr Smith, Dr Brown, Dr Jones and Dr Green") – but do NOT give their e-mail addresses or any other contact details. These should also be removed if e-mails are printed or forwarded.

- Copyright: Ensure that personal data is protected by anonymising, including within documents. If in doubt, check it out before you send it! (Ask the Library and Information Officer.)

How many pages to how many people?

How many pages? Up to 50

How many people? Any number

The size of the group is not the deciding factor, but the total number of pages is important. The rule is that the smaller the group, the more likely that all papers should be sent electronically.

All documents should go electronically:

- As long as you are not sending too many pages for home printing.
- As long as you have people's agreement.
- With larger groups it is likely that some members will ask for hard copies. These may be sent, but only if a good case is made. Maintain consistency by using the same method for any one person every time (you can 'tag' records on Concept to show whether a person receives documents electronically or in hard copy).

How do you send papers to a group electronically?

When a new group is set up they should be told that all documents will be circulated electronically as a matter of course.

- 1) set up a mailing group (this will be done on Concept).
- 2) get your documents in e-mailable form.
- 3) decide how you are going to give people access to the documents – i.e. either attach the documents to an email, or provide a website reference and then just email the group to tell them where to find the documents.

Examples

1. A ten-page newsletter for a large Faculty could be sent to all members electronically or they could be referred to the College website to download the document.
2. Papers for a working group would normally be sent electronically as separate attachments unless there are too many sides. The group should be told that the normal maximum number of pages that will be sent is (50). The group may agree a higher limit, but should not be allowed to set a lower limit unless there are very particular circumstances. 'One-off' larger mailings may be agreed individually.
3. Papers for the Central Executive Committee (usually about 400 sides to each of 60 people) would never be sent electronically.

Questions on these guidelines should be referred to Roberta Wheeler, Deputy Chief Executive, in the first instance.