

Statement summarising the expected contribution of Faculty Executive Committee members

1. Does this guidance apply to you?

This guidance applies to elected and co-opted members of the Faculty executive committee.

It does not apply to those invited to attend as regional representatives, those members co-opted as chairs of the Faculty in Scotland, Northern Ireland and Wales or those members co-opted as patients and carers.

2. The purpose of the guidance

The College values the significant contributions of those who participate in the work of its committees, often with great personal commitment. We recognise that circumstances sometimes mean that members cannot give as much time as they would like to the work. We must also ensure that every committee works as effectively and efficiently as possible.

3. What we ask of you

To enable executive committees to fulfil their roles, as a committee member you are asked to:

- Attend all executive committee meetings and strategy sessions, either in person or by appropriate electronic means;
- Keep in touch by email if you are unable to attend or meet executive commitments;
- Contribute to the work of the committee. For example by:
 - a. Leading or participating in work streams
 - b. Taking on a lead area or task
 - c. Representing the Faculty on other College committees, working groups and outside organisations
 - d. Responding to consultations or other requests for input in a timely manner
 - e. Undertaking active communication with Faculty members and reporting matters of significance to the Executive.

4. If issues arise

You will be asked to discuss with the Chair any issues that prevent you from:

- Attending more than two consecutive committee meetings
- Making an active contribution to the work of the committee and Faculty.

Following discussion with the Chair, if the position found to be unsustainable, the Chair may invite you to stand down.

5. Confirmation of contribution

Minutes, agendas and work stream documents can be used to demonstrate your contribution to the committee for appraisal purposes. Colleagues on the committee can also sign off a summary. A letter summarising your contribution to the committee can also be provided by the committee manager on request.

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