

## ROYAL COLLEGE OF PSYCHIATRISTS

### OFFICER ROLE DESCRIPTION

<b>ROLE TITLE:</b>	President
<b>TERM OF OFFICE:</b>	3 years
<b>RESPONSIBLE TO:</b>	Board of Trustees
<b>WORKING WITH:</b>	Honorary Officers, Chief Executive, Presidential Leads, Senior Management Team
<b>RESPONSIBLE FOR:</b>	Council and Chief Executive
<b>ELECTED/APPOINTED:</b>	Elected by College Membership
<b>TIME COMMITMENT:</b>	4 PAs in principle but this is a demanding role that requires time, flexibility and commitment.

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#### **JOB PURPOSE**

To serve as the most senior elected officer and principal ambassador of the College, providing strategic leadership and representing the interests of the College, its members and wider profession, in alignment with the values, Bye-Laws and mission of the organisation.

#### **KEY RESPONSIBILITIES**

1. With other members of the Board of Trustees, ensure the good governance of the College in accordance with all applicable Laws and Regulations including the Charter, Bye-Laws and Regulations.
2. Uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
3. Develop and set the College Strategy, in collaboration with Council, Board of Trustees, Chief Executive and other relevant College groups.
4. Chair the Board of Trustees and Council.
5. Direct line management and appraisal of the Chief Executive.
6. Chair the regular Officers' Management Meeting and work with the Chief Executive in ensuring the smooth running of the College.
7. Chair any other committees of the College as prescribed by the Bye-Laws and Regulations. The President is also entitled, on request, to attend any Standing or Special Committee of the Council.

8. Maintain effective collaboration with the Faculties, Special Interest Groups, Divisions and Devolved Councils which may involve attending conferences or meetings throughout the world.
9. Represent the College at meetings of the Academy of Medical Royal Colleges and other relevant bodies.
10. Responsible for representing the views of the College to the UK Government and its departments and other medical and non-medical organisations.
11. Represent the College and the profession on a number of national and international committees related to psychiatry and mental health.
12. Represent the College at overseas meetings including meetings of other psychiatric associations.
13. Represent the College's views to the media, working closely with the Director of Strategic Communications. Also work with non-statutory stakeholders in the mental health sector, particularly the leaders of mental health charities through the Mental Health Leaders Group.

Note: All travel expenses will be reimbursed according to College guidelines. The College will provide accommodation if required.

## **THE COLLEGE VALUES**

### **Courage**

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders

### **Innovation**

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College

### **Respect**

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability

## **Collaboration**

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate

## **Learning**

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working

## **Excellence**

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'

### **INTERNAL COLLEGE CONTACTS (during Elections):**

- Department: Finance and Operations
- Section/Project: Membership Services
- Name of Contact: Devan Turner
- Job Title: Membership Services Coordinator

### **INTERNAL COLLEGE CONTACTS (Once elected):**

- Department: Chief Executive's Office
- Name of Contact: Helena Davis
- Job Title: PA to the President