

**JOB DESCRIPTION**  
**RPCSYCH IN NI – ELECTED MEMBER OF THE EXECUTIVE COMMITTEE**

**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 all Faculty Executive Committee meetings.
2. Take a lead in Executive Committee discussions and bring back promptly to the Executive any work undertaken on behalf of the Division.
3. Represent RCPsych in NI at specific College meetings and meetings of external organisations.
4. Respond to administrative requests for agenda items for Executive Committee meetings.
5. Participate in responding to consultation documents.

April 2016