



Vice Chair, Faculty of Intellectual Disability Psychiatry

Royal College of Psychiatrists Wales

Term of office

Four years

Job purpose

To assist the Faculty Chair in conducting the business of the Faculty of Intellectual Disability Psychiatry in Wales. To maintain close contact with Executive Committee members to ensure completion of follow-up work between meetings.

Key responsibilities

- Attend Faculty Executive Committee meetings and produce an accurate record of proceedings for circulation at the next business meeting.
- Prepare and manage those Executive Committee agenda items which appear as Vice-Chair's business.
- Represent the Faculty at specific College meetings and deputise for the Chair at RCPsych Wales Devolved Council if necessary.
- Deputise for the Chair at College Faculty Executive Committees if necessary.
- Support the Chair and provide a lead in representing the Faculty within the College in Wales and in a national context.
- Prepare and/or coordinate responses to consultation documents.
- Support the chair in the development of strategic targets for discussion by the Faculty Executive Committee.
- Maintain regular contact with the RCPsych Wales staff.

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.