

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Faculty Chair
TERM OF OFFICE:	4 Years
RESPONSIBLE TO:	Registrar
WORKING WITH:	
Governance	Registrar and other College Officers
Management	Faculty Manager
ELECTED/APPOINTED:	Elected
TIME COMMITMENT:	Minimum of 1 PA per week (including meetings)
SALARY:	Unpaid

JOB PURPOSE

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

KEY RESPONSIBILITIES

1. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. To act as a representative, and articulate the views, of the Faculty at the Council and to keep the Faculty Executive up to date with items discussed at Council.
3. Chair Executive Committee meetings and Faculty business meetings.
4. Lead the Executive Committee, delegating to individuals or subgroups as appropriate, and ensure follow up between Executive Committee meetings.
5. Develop a strong working relationship with the Vice Chair.
6. Ensure effective liaison through Faculty representation on other College committees and appropriate outside organisations.
7. Maintain effective liaison with the College President, Registrar and Dean.
8. Provide a summary report to the Executive Committee of key issues discussed at the Council.

9. In the event of the role of member of the Council and the role as representative of the Faculty being in conflict, the Chair will arrange to meet with the President/ Registrar as soon as the conflict becomes apparent, to devise a plan to resolve the conflict.
10. Attend an Annual Business Planning training at the College.
11. Monitor the Faculty's finances with the Financial Officer and Vice Chair, ensuring as necessary, the presentation of budgets at Council.
12. Oversee the development and management of strategic targets for discussion by the Executive Committee at a Faculty strategy meeting.
13. Maintain a good working relationship with the Faculty Manager.
14. Undertake periodic reviews of the Executive Committee's co-opted membership.
15. Initiate and develop excellent working relationships with the Chairs of other Divisions, Faculties and SIGs of the College.
16. Undertake or identify representation of the wider College with outside organisations thereby endorsing the views of the Council. This includes effective liaison with the Northern Ireland, Welsh and Scottish Governments and other relevant national organisations in these jurisdictions. Ensuring the additional support this work requires is in place, including through the College Policy Unit.
17. Contribute as necessary to the College's Clinical Excellence Award or equivalent and Fellowship meetings.
18. Establish and maintain a mechanism for welcoming new members to the executive and to maintain regular contact with all members of the Faculty.
19. Liaise with Director of Membership Finance and Operations and /or the Chief Executive re management issues including staff matters.

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:
<ul style="list-style-type: none">• Department: Finance and Operations• Section/Project: Faculties• Name of Contact: Kitti Kottasz, Catherine Langley or Stephanie Whitehead dependent on respective Faculty• Job Title: Faculty manager

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Faculty Vice Chair
TERM OF OFFICE:	4 Years
RESPONSIBLE TO:	Faculty Chair
WORKING WITH:	
Governance	Registrar and other College Officers
Management	Faculty Manager
ELECTED/APPOINTED:	Elected
TIME COMMITMENT:	Minimum of 1PA per fortnight (including meetings)
SALARY:	Unpaid

JOB PURPOSE

To assist the Faculty Chair in conducting the business of the Executive Committee.

To maintain close contact with Executive Committee members to ensure completion of follow-up work between meetings.

KEY RESPONSIBILITIES

20. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
21. Attend Executive Committee meetings.
22. Prepare and manage those Executive Committee agenda items which appear as Vice Chair's business.
23. Ensure timely follow-up of action points after Executive Committee meetings.
24. Represent the Faculty on specific College committees and if necessary, deputise for the Chair at meetings of the Council.
25. Attend the Faculty business meetings and produce an accurate record of proceedings for circulation at the next business meeting.
26. Prepare the Vice Chair's annual report to the Faculty annual business meeting.
27. Prepare the report of the Faculty for the College's Annual Review.

28. Support the Chair and provide a lead in representing the Faculty within the College and in a national context.
29. Prepare and/or co-ordinate responses to consultation documents (e.g. Government green papers, proposed new legislation, guidelines, or policy documents of related disciplines.)
30. Support the Chair in the development and management of strategic targets.
31. Maintain regular communication with the Faculty staff.

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October 2016.

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Faculty Financial Officer
TERM OF OFFICE:	4 Years
RESPONSIBLE TO:	Faculty Chair
WORKING WITH:	
Governance	Registrar and other College Officers
Management	Faculty Manager
ELECTED/APPOINTED:	Elected
TIME COMMITMENT:	Minimum of 1 PA per week (including meetings)
SALARY:	Unpaid

JOB PURPOSE

To ensure sound financial management of Faculty funds.

KEY RESPONSIBILITIES

32. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
33. 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.
34. Attend Annual Business Planning training for Financial Officers.
35. Receive and review monthly management accounts from the College's Finance Department.
36. Prepare an annual business plan for presentation to the Executive Committee and the College Treasurer to indicate likely income, expenditure and reserves over each twelve-month period.
37. Present a report and statement of accounts for circulation with each Executive Committee meeting's papers, indicating performance against business plan.
38. Where necessary, share in the preparation of a joint meeting agreement if another Faculty, Division, Special Interest Group or outside organisation is involved.
39. Ensure appropriate financial governance for all conferences run by the Faculty

40. Authorise, in liaison with the Chair, any variation in budget expenditure that occurs during the course of a meeting.
41. Assist the Chair 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 Council.
42. Inform the Chair/College Treasurer if a deficit is anticipated or if accounts are substantially in deficit and likely to remain so.
43. Liaise with the Chair and College 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 College Treasurer.
44. 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.

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October 2016.

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JOB DESCRIPTION

JOB TITLE:	Elected Member of Faculty Executive Committee
TERM OF OFFICE:	4 years
RESPONSIBLE TO:	Faculty Chair
WORKING WITH:	
Governance	Registrar and other College Officers
Management	Faculty Manager
ELECTED/APPOINTED:	Elected
TIME COMMITMENT:	Minimum of 1 PA per month (including meetings)
SALARY:	Unpaid

JOB PURPOSE

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

KEY RESPONSIBILITIES

45. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
46. Attend all Executive Committee meetings.
47. Represent the Faculty on other College committees and at outside organisations
48. Respond to administrative requests for agenda items for Executive Committee meetings
49. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Faculty.
50. Respond to new policy or other documentation on behalf of the Faculty, sometimes at short notice.
51. Undertake active communication with Faculty members and report matters of significance to the Executive.
52. An expectation that all members will have a specific portfolio of Faculty work.

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October 2016.