

## **JOB DESCRIPTION**

### **FACULTY - CHAIR**

**TERM OF OFFICE:** 4 years  
Minimum of 1 PA per week (including meetings)

#### **JOB PURPOSE:**

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

#### **KEY RESPONSIBILITIES:**

1. 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.
2. Chair Executive Committee meetings and Faculty business meetings.
3. Lead the Executive Committee, delegating to individuals or subgroups as appropriate, and ensure follow up between Executive Committee meetings.
4. Develop a strong working relationship with the Vice Chair.
5. Ensure effective liaison through Faculty representation on other College committees and appropriate outside organisations.
6. Maintain effective liaison with the College President, Registrar and Dean.
7. Provide a summary report to the Executive Committee of key issues discussed at the Council.
8. 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.
9. Attend an Annual Business Planning training at the College.
10. Monitor the Faculty's finances with the Financial Officer and Vice Chair, ensuring as necessary, the presentation of budgets at Council.
11. Oversee the development and management of strategic targets for discussion by the Executive Committee at a Faculty strategy meeting.
12. Maintain a good working relationship with the Committee Manager.
13. Undertake periodic reviews of the Executive Committee's co-opted membership.

14. Initiate and develop excellent working relationships with the Chairs of other Divisions, Faculties and SIGs of the College.
15. 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.
16. Contribute as necessary to the College's Clinical Excellence Award or equivalent and Fellowship meetings.
17. Establish and maintain a mechanism for welcoming new members to the executive and to maintain regular contact with all members of the Faculty.
18. Liaise with Director of Membership Finance and Operations and /or the Chief Executive re management issues including staff matters.

October 2016

**JOB DESCRIPTION**  
**FACULTY - VICE CHAIR**

**TERM OF OFFICE:** 4 years  
Minimum of 1 PA per fortnight (including meetings)

**JOB PURPOSE:**

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

**KEY RESPONSIBILITIES:**

1. Attend Executive Committee meetings.
2. Prepare and manage those Executive Committee agenda items which appear as Vice Chair's business.
3. Ensure timely follow-up of action points after Executive Committee meetings.
4. Represent the Faculty on specific College committees and if necessary, deputise for the Chair at meetings of the Council.
5. Attend the Faculty business meetings and produce an accurate record of proceedings for circulation at the next business meeting.
6. Prepare the Vice Chair's annual report to the Faculty annual business meeting.
7. Prepare the report of the Faculty for the College's Annual Review.
8. Support the Chair and provide a lead in representing the Faculty within the College and in a national context.
9. Prepare and/or co-ordinate responses to consultation documents (e.g. Government green papers, proposed new legislation, guidelines, or policy documents of related disciplines.)
10. Support the Chair in the development and management of strategic targets.

11. Maintain regular communication with the Faculty staff.

October 2016

## **JOB DESCRIPTION**

### **FACULTY - FINANCIAL OFFICER**

**TERM OF OFFICE:** 4 years  
Minimum of 1 PA per week (including meetings)

#### **JOB PURPOSE:**

To ensure sound financial management of Faculty funds.

#### **KEY RESPONSIBILITIES:**

1. 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.
2. Attend Annual Business Planning training for Financial Officers.
3. Receive and review monthly management accounts from the College's Finance Department.
4. 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.
5. Present a report and statement of accounts for circulation with each Executive Committee meeting's papers, indicating performance against business plan.
6. Where necessary, share in the preparation of a joint meeting agreement if another Faculty, Division, Special Interest Group or outside organisation is involved.
7. Ensure appropriate financial governance for all conferences run by the Faculty.
8. Authorise, in liaison with the Chair, any variation in budget expenditure that occurs during the course of a meeting.
9. 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.
10. Inform the Chair/College Treasurer if a deficit is anticipated or if accounts are substantially in deficit and likely to remain so.

11. 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.
12. 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.

October 2016

## **JOB DESCRIPTION**

### **ELECTED MEMBER OF FACULTY EXECUTIVE COMMITTEE**

**TERM OF OFFICE:** 4 years  
Minimum of 1 PA per month (including meetings)

#### **JOB PURPOSE:**

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

#### **KEY RESPONSIBILITIES:**

1. Attend all Executive Committee meetings.
2. Represent the Faculty on other College committees and at outside organisations.
3. Respond to administrative requests for agenda items for Executive Committee meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Faculty.
5. Respond to new policy or other documentation on behalf of the Faculty, sometimes at short notice.
6. Undertake active communication with Faculty members and report matters of significance to the Executive.
7. An expectation that all members will have a specific portfolio of Faculty work.

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