



SPECIALTY DOCTORS' COMMITTEE

JOB DESCRIPTION

DEVOLVED NATION'S REPRESENTATIVE

TERM OF OFFICE: 4 years

Minimum of 1 PA per month

JOB PURPOSE:

To represent the views of Specialty Doctors of the Devolved Nations at the Specialty Doctors' Committee (SDC) and at the relevant Devolved Nation's Executive Committee (DNEC) meetings.

KEY RESPONSIBILITIES:

1. Attend the Devolved Nation's Executive Committee (4 per year) and the College Specialty Doctors' Committee (SDC) meetings (3 per year). It is expected that representatives will attend at least 2 of each meeting (either in person or via conference facilities) each year. If attendance is not possible, apologies should be submitted.
2. Represent the SDC on other College committees and outside organisations. Representatives are expected to provide feedback from the DNEC / Devolved Nation (either in person or preferably in writing) to the SDC.
3. Respond to administrative requests for agenda items for DNEC meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Devolved Nation liaising with the SDC as required.
5. Respond to new policy or other documentation on behalf of the Devolved Nation, sometimes at short notice liaising with the SDC as required.
6. Undertake active communication with the Devolved Nation's SDC/Affiliate members and report matters of significance to the Executive.

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.

November 2018



SPECIALTY DOCTORS' COMMITTEE

JOB DESCRIPTION

DIVISION'S REPRESENTATIVE

TERM OF OFFICE: 4 years

Minimum of 1 PA per month

JOB PURPOSE:

To represent the views of Specialty Doctors, in the relevant Division, at the Specialty Doctors' Committee (SDC) and the Division's Executive Committee (DEC) meetings.

KEY RESPONSIBILITIES:

1. Attend the Division's Executive Committee meetings (3 or 4 per year) and the College SDC meetings (3 per year). It is expected that representatives will attend at least 2 of each meeting (either in person or via conference facilities) each year. If attendance is not possible, apologies should be submitted.
2. Represent the SDC on other College committees and outside organisations. Representatives are expected to provide feedback from the DEC (either in person or preferably in writing) to the SDC.
3. Respond to administrative requests for agenda items for DEC meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Division liaising with the SDC as required.
5. Respond to new policy or other documentation on behalf of the Division, sometimes at short notice, liaising with the SDC as required.
6. Undertake active communication with the Division's Specialty Doctors/Affiliate members and report matters of significance to the Executive.

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.

September 2017



SPECIALTY DOCTORS' COMMITTEE

JOB DESCRIPTION

FACULTY REPRESENTATIVE

TERM OF OFFICE: 4 years

Minimum of 1 PA per month

JOB PURPOSE:

To represent the views of Specialty Doctors in the Faculty at the Specialty Doctors' Committee (SDC) and the Faculty Executive Meeting.

KEY RESPONSIBILITIES:

1. Attend the Faculty Executive Committee meetings (3 per year) and the SDC Meetings (3 per year). It is expected that representatives will attend at least 2 of each meeting (either in person or via conference facilities) each year. If attendance is not possible, apologies should be submitted.
2. Represent the Faculty in all matters related to SAS Doctors. Representatives are expected to provide feedback from the Faculty Meetings (either in person or preferably in writing) to the SDC.
3. Represent the views of the SDC at Faculty meetings.
4. Assist the SDC in carrying out its duties. This includes: providing input to other College committees, liaising with external agencies where appropriate, working with College colleagues to highlight the issues of revalidation needs and of leadership roles for SAS Doctors. The representative is expected to liaise with the SDC as required.
5. Undertake active communication with Specialty Doctors/Affiliate members working within the specialty.
6. Representatives may have the opportunity to participate in other college committees. If this additional role is undertaken, there is an expectation that representatives will attend at least half the meetings (either in person or via conference facilities) each year. If attendance is not possible, apologies should be submitted at the earliest opportunity, so a deputy may attend. Representatives are expected to provide feedback (either in person or preferably in writing) to the SDC.

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.

September 2017