

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Chair, Special Interest Group
TERM OF OFFICE:	Up to 4 years
RESPONSIBLE TO:	Registrar
WORKING WITH:	
Governance	Registrar
Management	Chief Executive and SIG Administrator
ELECTED/APPOINTED:	Elected
TIME COMMITMENT:	Half to 1 PA per week used flexibly

JOB PURPOSE:

The main objectives of a Special Interest Group are to facilitate the exchange of information, to promote discussion and to generate interest in a particular field of psychiatry.

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

KEY RESPONSIBILITIES:

1. Chair SIG Committee meetings and SIG business meetings.
2. Lead the SIG Committee, delegating to individuals or subgroups as appropriate, and ensure follow up between SIG Committee meetings.
3. Ensure effective liaison through SIG representation on other College committees and appropriate outside organisations.
4. Maintain effective liaison with the College President, Registrar and Dean.
5. Monitor the SIG's finances with the Financial Officer ensuring as necessary, the presentation of budgets at Council.
6. Develop an annual strategic plan and monitor progress against actions.
7. Maintain a good working relationship with the SIG administrator.
8. Initiate and develop excellent working relationships with the Chairs of Divisions, Faculties and other SIGs of the College.
9. Establish and maintain a mechanism for welcoming new members to the SIG and to maintain regular contact with all members of the SIG.

10. Liaise with the Chief Executive re management issues including staff matters.
11. To brief Council on procedural issues where necessary.
12. The Chair will submit an Annual Report to Council, including the number of SIG members, the number of meetings and their attendance figures.

August 2019

- There are now 15 SIGs which is the maximum number that may exist at any one time. Council may disband a SIG that it considers to have been inactive for a year or more.
- The Council shall have the authority to constitute, dissolve, reconstitute or amend the title of a Special Interest Group.