**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 EA to Special Interest Groups

**ELECTED/APPOINTED:** Elected

**TIME COMMITMENT:** Half to 1 PA per week used flexibly

**SALARY:** Unpaid

**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. This role leads and represents the SIG both within the College and externally.

**KEY RESPONSIBILITIES**

1. Chair SIG meetings and SIG business meetings.
2. Lead the SIG meetings, delegating SIG tasks to individuals or subgroups as appropriate, and ensure follow up between SIG 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 Finance 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 EA to the Special Interest Groups.
8. Initiate and develop excellent working relationships with the Chairs of Divisions, Faculties and other SIGs of the College.
9. Maintain a mechanism for welcoming new members to the SIG and to maintain regular contact with all members of the SIG.
10. Brief Council on procedural issues where necessary.
11. Submit an Annual Report to Council, including the number of SIG members, the number of meetings and their attendance figures.
12. Promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

Under the College Bye Laws and Regulations, the maximum number of SIGs that may exist at any one time is 15 and Council may disband any SIG that it considers to have been inactive for a year or more.

Council shall have the authority to constitute, dissolve, reconstitute or amend the title of a Special Interest Group.

**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’.

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| **INTERNAL COLLEGE CONTACTS:** |
| * Department: Chief Executives Office * Name of Contact: Catriona Grant ([sigs@rcpsych.ac.uk](mailto:sigs@rcpsych.ac.uk)) * Job Title: EA to Special Interest Groups |