

Framework for Senior College Office Holders and Other College Post Holders

Job Purpose

The College is very grateful to the many members who act as Senior College Office Holders and Other College Post Holders. These roles are voluntary, and the College could not function without them.

The roles of Senior College Office Holders and Other College Post Holders allow members to guide the work of the RCPsych, using their clinical expertise (as set out in their Role Profile), while interacting with different parts of the organisation.

Senior College Office Holders and Other College Post Holders are leading members of the RCPsych and accountable to other members within the College structure.

Senior College Office Holders

Senior College Office Holders, such as The Editor, Division and Faculty Chairs, are directly accountable to the Honorary Officers or Council.

Terms of office

Presidential Leads – Three years

Autism Champion – Three years

Faculty Chairs – Four years

Devolved Council Chairs – Four years

Division Chairs – Four years

SIG Chairs – Four years

Chief Examiner – Five years

The Editor – Five years

Associate Registrars – Five years

Associate Deans – Five years

Specialist Advisers – Five years

College Leads – Five years

Committees of Council Chairs – Five years.

Other College Post Holders

Other College Post Holders are accountable to the Senior College Office Holders – and are either specifically appointed, through an open recruitment process, for example Associate Editors, or are members of committees and given specific tasks, for instance Wellbeing Champions.

Examples of terms of office

Associate Editors – Four years

Vice Chairs – Four years

Finance Officers – Four years

CALC Leads – Five years

Regional Advisors – Five years
Deputy Regional Advisors – Five years
CCQI advisory groups chairs – Three years (NB the post holders are not always psychiatrists)
CCQI accreditation committee chairs – Three years (NB the post holders are not always psychiatrists)

Wellbeing Champions – Co-terminus with term on the committee
Sustainability Champions – Co-terminus with term on the committee.

Contact with the College

Senior College Office Holders work collaboratively with the Honorary Officers and College staff.

Meanwhile Other College Post Holders work in collaboration with Senior College Office Holders and College staff.

The College is working towards ensuring that all Senior College Office Holders and Other College Post Holders have a Role Profile.

Where these are already in place, Senior College Office Holders and Other College Post Holders should use these to understand the parameters of their role.

What the roles require:

- Working in line with the College values, with all members and staff.
- Providing expert advice to relevant College members and staff.
- Working in line with the Role Profile for each post.
- Working in line with the College constitution.
- Giving advice on College strategies.
- Providing regular reports and updates to the relevant College stakeholders.
- Working collaboratively with relevant committees.
- Promoting the relevant College view on all issues.
- Representing the College appropriately at all times.
- Carrying out any other duties specified in the respective Role Profile.

Working with College staff

Given the roles are voluntary, neither Senior College Office Holders or Other College Post Holders will line-manage any College staff.

Responsibility for the management of College staff rests with the CEO, SMT, Heads and other College managers.

Staff support will be limited to certain roles, and cannot be provided unless included in the Role Profile.

Our Values and Behaviours

We promote a culture that is positive, empowering and enabling, in a way that promotes an excellent member and staff experience, as well as excellence in psychiatry and wider mental health services, for the benefit of patients.

Our culture is underpinned by our C.I.R.C.L.E. values.

All Senior College Office Holders and Other College Post Holders must live out our values of:

- Courage
- Innovation
- Respect
- Collaboration
- Learning
- Excellence.

What is expected of Senior College Office Holders and Other Post Holders

All Senior College Office Holders and Other Post Holders should abide by the RCPsych [Code of Conduct](#).

The Code of Conduct asks members involved in College work to make a number of specific commitments, including observing [the Nolan Principles of conduct in public](#) life.

College IT arrangements

College email accounts and College devices will only be provided for specific roles.

Complaints

If a complaint is made against a Senior College Office Holder or Other Post Holder, under the College's [Disciplinary and Complaints Procedure](#), and that complaint is upheld, the person 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.

End of tenure arrangements

Where possible, Senior College Office Holders and Other College Post Holders should provide at least three months' notice of leaving office to allow for a replacement to be appointed. They should provide a full handover to their successor including information on actions and activities on the role they were appointed to support with.