

SOUTH EASTERN DIVISION TERMS OF REFERENCE

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Name of Committee: South Eastern Division Executive Committee

Start Date: Council 2005

Review/End Date: Continuous

Constitutional Status: Established under the provisions of Section XX11A of the Bye-Laws and Committee functions mandated in Regulations.

Every year a Division Business Plan must be submitted to the Finance Management Committee in advance, for approval

Membership: Elected Officers:-

The Chair: Represents the Division as a member of Council

The Vice Chair: Acts as Deputy for the Chair and is responsible for reporting to the Registrar, the number of members in the Division, the number of meetings held in the Division and the names of the elected officers and members of the Executive Committee.

The Financial Officer: Responsible for keeping account of Division expenditure and submitting a business plan to the Treasurer in advance of each financial year outlining anticipated income and expenditure.

Membership: Elected Members: Up to four elected members are recommended in Bye-Laws and Regulations as minimum. A maximum of six may be elected if the Committee deem it necessary. Elected members of the Executive Committee will serve a term of office of four years and will not be eligible for re-election except after a minimum interval of twelve months.

ETC Representative: Represents the Division on the Education and Training Committee. The Elected Member can be one of the current Elected Officers or Members.

Voting and Conflicts of Interest: If voting occurs, only elected members can participate, and any conflict of interest relating to a particular agenda item should be declared.

Membership: Appointed, ex-Officio and co-opted Members:

The Executive Committee will also consist of members who are:

- Appointed locally to carry out specific roles on the Committee - Regional & Deputy Regional Advisors and Representatives for each region of the Division, Representatives of Faculties, Academic Secretary, Workforce Lead, Recruitment Lead
- Appointed elsewhere and thus hold ex-officio status on the Committee for the duration of their specific term of office – Trainee Representative(s), Specialty Doctor Representative
- Co-opted onto the Committee to carry out a specific role for a specific period of time - Mentoring Lead, Wellbeing and Retention Lead, Carers' Representative, Service User Representative, Trust Representative, Newsletter Editor, Public Engagement Officer.

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Members or Fellows of the College to be co-opted as and when necessary. Term of office to be a maximum of one year but can be renewed on a yearly basis up to a maximum of four years as approved by the Executive Chair of the Division.

In attendance

South Eastern Division Manager

Quorum: Two elected officers, four elected Members and Division Manager.

Remit:-

Officers and Members of the Executive Committee are responsible for:

- Managing the affairs and representing the College membership within the Division
- Informing Council of training and service issues within the Division
- Representing the College locally and providing professional advice when required
- The election of a Member of the College or Specialist Associate, to serve on the Education and Training Committee
- The nomination of Regional and Deputy Regional Representatives whose appointment shall be approved by the relevant Faculty and the Education and Training Committee
- Assessing applications for clinical excellence awards
- Nominating members for Fellowship who have sufficient seniority as dictated by RCPsych Regulations
- Nominating College Approved Assessors for Advisory Appointments Committees
- Commenting on internal and external Policy Documents
- Interviewing candidates for appointed committee posts
- Establishing links with the Governance and Ethics Committee
- Establishing links with service user and carer groups
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Reporting Structure: The South Eastern Division Executive Committee reports to the Council but may establish sub-committees who report to the Main Executive.

Frequency of Meetings: The Executive Committee meets three times a year, and Elected members meet additionally once each year. The South Eastern Division holds an Annual Business meeting once a year, and they also hold an annual Strategy Meeting each year.

Expected Attendance: All Executive Committee members are expected to attend most meetings. The minimum requirement is to attend one meeting per year in person. In exceptional circumstances, the Chair may agree for this one meeting to be via telephone conferencing facilities, but prior agreement needs to be authorised by the Chair. All meetings will offer the opportunity for virtual attendance.

All Committee members must acknowledge and respond to every meeting invite to either confirm their attendance or declare their apology.

Budget: The South Eastern Division produces an annual Business Plan as part of the College's central budgeting process, and costs for the Executive Committee are included in this plan.

**Karen Morgan
(updated) 2 December 2019**