



## Role Description for RCoA Council Members

### Introduction and Vacancies

We're delighted that you're considering standing as a candidate for election to the RCoA Council. Joining Council provides an excellent opportunity to contribute to the College, influence our professional policy and represent your peers at all stages of their working lives.

Thank you for taking the time to read this document before you start your application. It's important that we clearly set out the duties of Council members. The Council role carries responsibilities but is also a very productive and rewarding experience.

There are the following vacancies in the current election to Council

- six Consultant vacancies\*
- one SAS vacancy\*
- one Trainee vacancy\*

**\*Please read the Categories section of this document before you begin your application to double check that your membership meets the requirements for the individual roles.**

The election timetable is available [here](#) and successful candidates will be admitted to Council at its meeting on 9 March 2022.

### Equality, Diversity and Inclusion

The College welcomes and embraces diversity in the specialty of anaesthesia, in our staff group and in the work it delivers on behalf of our membership. The College has created a commitment to Equality, Diversity and Inclusion and we aim to deliver this commitment in everything that we do. We welcome applications from a wide range of candidates from across our membership. The RCoA will ensure that all applicants will have their nomination processed fairly and professionally, and all eligible nominations will be dealt with equally without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

### About the College

Over the past 18 months, Council has helped lead the College's response to the COVID-19 pandemic, in which anaesthesia has been at the forefront. Council members have contributed to a wide range of vital activities including consultations, government briefings, exam and curriculum reviews, organisational strategies, championing the specialty and representing our views across the national media, and the development of key initiatives such as the Centre for Perioperative Care and our global engagement programme.

### Council

The primary purpose of standing for Council is to serve and actively contribute to the College, its strategic goals, the specialty, and your colleagues.

Council members discharge these responsibilities by using their clinical (and other) knowledge to:

- create ideas
- develop and improve existing plans, proposals, policies and all relevant content
- consider options and make decisions
- represent the college externally

Council's responsibilities include:

- the development and maintenance of clinical standards and accreditation, quality improvement, patient safety and outcomes and collaborative research
- setting and maintaining professional standards for training, education and professional practice
- setting and maintaining the curriculum
- developing and maintaining national examinations and assessments, and providing education and professional development activities to enhance practice
- enhancing the culture and reputation of the profession
- managing stakeholder relationships
- providing an ambassador / PR / "Voice of the College" role
- engagement with the Membership
- fulfilling formal and ceremonial matters
- reporting progress and major issues to the Board of Trustees and receiving relevant information from the Board of Trustees
- promoting equality, diversity and inclusion (EDI) with specific reference to the RCoA EDI policy and strategy, and reflecting regularly on how the work of the Council might support the strategy
- electing the President and the Vice Presidents

### **Key skills and attributes**

All of our Council members bring different skills and attributes to their roles, including:

- a willingness to advocate for the speciality and the College
- up to date knowledge of the NHS
- knowledge of the College's activities

### **Governance**

The [governance](#) of the RCoA as a charity and the overall responsibility of ensuring its charitable objects are delivered is managed by a Trustee Board, allowing Council to focus on the professional aspects of the speciality.

The College is conducting a governance review. Candidates for this election will be asked to have a phone call with the CEO to receive up to date information about the progress of the review and its potential outcomes. The College will approach all candidates who submit applications, and you can also choose to have that conversation before you begin your application. Contact [elections@rcoa.ac.uk](mailto:elections@rcoa.ac.uk)

### **Other Boards and Committees**

There are four main boards which oversee the work of the college:

- Education, Training and Examinations Board
- Clinical Quality and Research Board
- Communications and External Affairs Board
- Finance and Resources Board

There are also a number of other [committees](#) and task and finish groups.

Members of Council will serve on a variety of boards and committees over their term of office. Placement will reflect new Council members' interests, wherever possible, and the

vacancies left by demitting Council members. Throughout your term of office you may choose to work towards chairing or vice-chairing a committee or board.

### **Council Meetings**

There are six Council meetings per year, chaired by the President. Meetings begin at 10am and usually finish by 1.15pm. Meetings held in Churchill House are followed by lunch. Council intends to trial two remote meetings in 2022, in response to new ways of working developed during the COVID-19 pandemic.

#### **The 2022 meeting details are:**

Wednesday 9 March

Wednesday 20 April

Wednesday 6 July (virtual, via Microsoft Teams)

Wednesday 14 September

Wednesday 9 November (virtual, via Microsoft Teams)

Tuesday 13 December

Council members are expected to attend all meetings of Council or give timely apologies if absence is unavoidable. The meetings of the College's main boards and committees are often scheduled for the same day as Council or the day before.

### **Time Commitment**

The volume of Council business can be substantial, so it is suggested that you discuss your nomination with your colleagues and employer. When you first join Council, the time commitment can be up to two days a month worked flexibly, in addition to the time spent attending committee meeting and events. The College is committed to keeping a proportion of its committee meetings and events virtual, thereby minimising travelling time for elected Council members and supporting its environmental strategy.

Council members who, on appointment, are serving examiners, or who subsequently become examiners, will be asked to add their examination commitments to those listed above. Regional Advisers Anaesthesia, College Tutors or Heads of Schools normally step down from these positions when they join Council (or soon afterwards) to avoid conflicts of interest.

### **Other Events**

Council members are also asked to commit to attend the following annual events, usually held in London unless stated otherwise.

- President's Dinner: Tuesday 8 February 2022 (evening)
- Anaesthesia 2022 annual conference: 17-19 May 2022 in Manchester, to include the Annual Dinner on 18 May
- Ceremony of Diplomates (date to be confirmed)
- Strategy Retreat: a weekend in September (dates to be confirmed)
- RCoA & Association of Anaesthetists' Joint Council Dinner: (an evening in November, date to be confirmed)
- Council Christmas Dinner: Wednesday 14 December 2022 (evening)

### **Categories of Council Members and Terms of Office:**

#### **Consultant member:**

There are up to 20 members, who are on the specialist register, elected by the Fellows, Associate Fellows, Members, Associate Members and Trainees, from amongst the Fellows by Examination and the Fellows ad eundem. These positions are renewable. The first term of service on Council is six years and the second term is four years, if you decide to re-stand and are elected.

#### **Those eligible to stand:**

- Fellow by Examination
- Fellow Ad Eundem

- Must be on the GMC Register
- Must be on the Specialist Register

### **Staff and Associate Specialist member (SAS):**

There are two SAS members of Council elected by Members and Associate Members. These positions are renewable. The first term of service is six years and the second term is four years, if you decide to re-stand and are elected. Those eligible to stand are Fellows and Members of the College who, on election, are not a consultant nor a trainee.

#### **Those eligible to stand:**

- Fellow who is not a Consultant nor a Trainee
- Member who is not a Consultant nor a Trainee
- (Please note that Associate or Affiliate Members are not eligible to stand)
- Must be on the GMC Register

### **Trainee member:**

There are two trainee members of Council elected by those registered as trainees with the College. These positions are not renewable. The term of service is four years. Those eligible to stand are Fellows registered as trainees with the College at the time of taking up their Council seat.

#### **Those eligible to stand:**

- Fellow by Examination
- Registered with the College for training when joining Council in March 2022
- Must be on the GMC Register

### **Co-Opted Members of Council**

There are a number of co-opted Council members, representing:

- Faculty of Pain Medicine
- Faculty of Intensive Care
- Clinical Quality Adviser
- Centre for Perioperative Care
- British Journal of Anaesthesia
- Clinical Directors
- The Association of Anaesthetists
- RCoA Board for Scotland
- RCoA Board for Wales
- RCoA Board for Northern Ireland

### **Induction**

New Council members will receive an induction pack before they join Council and an induction meeting with the President and CEO is scheduled for Wednesday 9 March 2022 from 14.00 to 17.00. Please hold this in your diary, along with the Council meeting from 10.00 that day.

New Council members are also assigned a mentor before they take up office, who will be available for support throughout the first year and beyond.

### **Appraisal**

There will be an annual appraisal offered to Council members, which can contribute to your whole practice appraisal for revalidation.

### **Confidentiality**

Members undertake to at all times act fairly and impartially in the interests of the College as a whole. It is important that members of Council recognise that a number of items discussed at Council and other meetings may be confidential or sensitive, particularly those relating to individual hospitals or clinicians. In such instances Council members should clearly observe

total confidentiality with respect to these discussions and any papers circulated (except where disclosure has been specifically authorised).

### **Competing interests**

Elected Council members will inevitably also be members of other formal or informal professional groupings, whether Specialist Societies, clinical subspecialties, journal Editorial Boards, educational meeting organisers, academic units, ethnic groups or geographical areas. As elected Council members their role is not to promote or to advance the interests of such groupings ahead of those of other groups but to act always in the best interests of the College, of the whole specialty and of its patients. When elected Council members speak on behalf of such groupings in Council meetings, they should clearly note their potential competing interests.

### **Declaration of interests**

Council members are expected to complete a declaration of interests form each year and to declare any potential competing interest at the start of committee meetings and to withdraw from the ensuing discussions, if appropriate.

### **Expenses**

Membership of the Council is not remunerated, but members may reclaim travelling and similar expenses incurred in the course of College business, subject to the RCoA financial regulations. Council members are asked to book travel early and take into account the duty to manage charity resources responsibly.

### **College business outside the College**

Members may from time to time be asked to represent the Council and the College externally. They will be fully briefed to enable them to carry out this role effectively.

### **Advisory Appointments Committees for consultant posts**

All Council members are encouraged to undertake service as College representatives on Advisory Appointment Committees. For this purpose members will need to be trained in national equal opportunity policies by their employer.

### **National Business**

The College has representation on a considerable number of other organisations, including the Academy of Medical Royal Colleges and the General Medical Council. The President serves on some of these bodies, ex officio, but Council members may also be called upon to represent the College on others.

### **The College Strategy**

We are committed to improving patients' safety, well-being and outcomes through the maintenance and advancement of standards in anaesthesia, critical care and pain medicine. The College's [strategic plan](#) runs until the end of 2021 and [planning for the next strategy](#) is well underway.

### **Annual Report**

For further reading, please find a link to the [2020 Annual Review](#).

### **Contact**

[elections@rcoa.ac.uk](mailto:elections@rcoa.ac.uk)