



Committee Chair Role Description

Appointed by: Trustee Board
Accountable to: Council
Term of office: 3 years from the AGM in November of the year of appointment
(Can be extended by one year on approval of Trustee Board/Council)

The College and its Committees

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

This College has a key role in the professional aspects of pathology services in the development and delivery of healthcare. Those holding office in the College provide professional leadership and thereby contribute at a national level to the maintenance and development of pathology services and the quality of care that patients receive. The College expects its office holders to be proactive and to provide leadership, not only in their own specialty, but also in pathology in general, in the wider context of health services. The College's influence extends to all sectors of healthcare provision.

The College is its membership – the co-ordination, coherence and consistency between national, regional and local activities is paramount. All office holders are expected to subscribe to these principles. The Honorary Officers of the College are the President, Vice-Presidents, Treasurer, Registrar and Assistant Registrar and are Trustees as well as members of College Council. The Honorary Officers play a key role and work together to ensure coherent College advice and guidance across the areas of activity at international, national, Devolved Nations, regional and local levels through the College Clinical Directors, Clinical Leads and the College's structure of committees. Regional representatives provide the professional leadership within the devolved regions of Northern Ireland, Scotland and Wales. The College also provides advice and guidance on specialty-specific issues nationally, regionally and locally. College committees and Specialty Advisory Committees (SAC) provide professional leadership within their specialty.

Committees and SACs usually meet twice a year (including teleconferences). At meetings, committees would formally consider specialty-specific issues such as developing standards, workforce and clinical issues, development of a regular programme of conference and academic activity, and promoting the specialty profile and pathology in general throughout the wider community. Business is also conducted outside of meetings via email, telephone, etc.

The Honorary Officers are *ex officio* members of all College committees and although time constraints often preclude regular attendance, he/she are regularly invited to attend individual meetings in respect of important or controversial agenda items. Chairs of closely related committees may be members and some kindred societies (e.g. ACP, ACB, BSCC) are invited to nominate representatives to serve as a link. Most committees also have a trainee representative. Wherever possible, devolved regional administration is sought for committees. Details of the committee membership is provided in the individual terms of reference.

Ethics and Lay matters are considered through either a College Ethics Lead Advisor or a member of the College's Lay Advisory Network respectively.



Main Purpose

The role will provide expertise and leadership for the committee by:-

- Leading the committee and enabling it to fulfil its purpose
- Ensuring an effective relationship between:
 - The committee and College Council
 - The committee and College staff
 - The committee and external stakeholders
- Acting as a spokesperson and College specialty representative as appropriate

Key Duties of the Chair

- Provide effective and responsive leadership and direction for the committee and specialty overall within the College
- Provide annual plans for their work and submit an annual report to College Council.
- Ensure the work of the committee is maintained within College Council's approved terms of reference and College By-Laws
- Ensure committee members are aware of their obligations and that the committee complies with its responsibilities
- Lead the development of objectives and programmes of work for the committee and ensure the agreed activities are monitored and reported
- Plan and prepare the committee meetings and related activities with the Governance and Committee Services Officer and others as appropriate
- Set the agenda in advance of the meeting in liaison with the Governance and Committee Services Officer
- Chair committee meetings (twice a year including via teleconference) and any subgroup/working group meetings as necessary ensuring:
 - A balance is struck between time-keeping and space for discussions
 - The agenda is dealt with and decisions made
 - Decisions, actions and deliberations are adequately minuted
 - The implementation of decisions is clearly assigned and monitored
 - Minutes are complete and accurate and reviewed promptly
- Communicate effectively with members of the Committee, and the Governance and Committee Services Officer, to ensure the co-ordinated delivery of work and strategy for/within the specialty
- Ensure engagement with College members regarding specialty matters e.g. through Committee Services Officer or other staff teams
- Provide an annual report notifying the progress over the year against the agreed programme of work
- Ensure responses to consultation requests from the Registrar or College staff are provided. These may be a College response to policy documents produced by external organisations and governing bodies, such as the Department of Health, other Government departments and Medical Royal Colleges. This may be done in consultation with other committee members or by delegation to an appropriate person.

Reporting channels

The committee reports directly to College Council.

Role description reviewed by Nominations Committee

21/8/19

Review date (3 years following approval)

July 2022

Person specification

Requirements	Essential	Desirable
<ul style="list-style-type: none"> • Trainee of the College at the time of appointment • Appropriate professional registration with a professional or Licensing body (e.g. GMC registration if you are a medical practitioner) • Participating in a CPD scheme • Not currently subject to any investigations related to professional performance or probity • Trained and up to date in all issues relating to equality and diversity • Experience of chairing committee/board/working group meetings 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills and Abilities <ul style="list-style-type: none"> • Ability to lead discussions and facilitate meetings • Planning skills suited to developing workplans, strategies as well as planning meetings • Ability to communicate effectively and develop effective working relationships on an individual basis with College colleagues and staff • Excellent verbal and written communication skills with the ability to write clear and concise reports, letters and communications • Ability to make decisions and give guidance • Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries • Ability to take responsibility and show evidence of leadership 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">
Qualities <ul style="list-style-type: none"> • Commitment and enthusiasm for the speciality • Excellent interpersonal and communications skills • Flexible and proactive attitude • Awareness of personal limitations • Proven experience of working constructively as part of a team • Possesses tact, diplomacy and powers of persuasion. • Possesses relevant knowledge • Timekeeping skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">