



College Committee/Group Chair Job description

Appointed by:	Trustee Board/Council
Accountable to:	Trustee Board/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

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 coordination, coherence and consistency between national, regional and local activities is paramount. All office holders are expected to subscribe to these principles. 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 Nation, regional and local levels through the College Directors, the English Regional Representatives and the professional leads in each English geographical area. Devolved Nation representatives provide the professional leadership within their region. The College also provides advice and guidance on specialty-specific issues nationally, regionally and locally. The Specialty Advisory Committees (SACs) provide professional leadership within their specialty.

College committees usually meet two to three times a year. At meetings, committees would formally consider specialty-specific issues such as recommending policy, advising on staffing levels and promoting the specialty profile and pathology in general throughout the wider community. Business is also conducted outside of meetings via email, telephone, etc.

Members of the College Council have a right to sit on a committee for their own specialty. In addition, some members of other committees will have an *ex officio* seat (e.g. Chair of the Panel of Examiners, Chair of closely related Committee), 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. The Registrar is an *ex officio* member of all College SACs and although time constraints often preclude regular attendance, he/she may wish, or be invited, to attend individual meetings in respect of important or controversial agenda items.

General Duties of the Chair

- Provide effective and responsive leadership and direction for the Committee and specialty overall within the College.
- Communicate effectively with members of the Committee and Committee Officer and to ensure coordinated and integrated delivery of developments and strategy for/within the specialty. Effective communication with the Committee Officer is essential to ensure accurate definitions and monitoring of activity.
- Chair all meetings (2/3 times per year) and any subgroup/working group meetings as necessary.



- Set the agenda of the meeting in advance of the meeting, in liaison with the Committee Officer. Formulate action points to monitor progress towards achieving agreed objectives and programmes of work.

Forward Plan/Strategic Objectives

- Provide a report to College Council regarding progress against the Forward Plan and any outstanding action items relating to the work of the committee.
- Provide an annual report notifying the progress over the year against the agreed programme of work.

Consultation requests

Throughout the year, Chairs may be asked by the Registrar or College staff to provide 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. Chairs of some committees may also be asked to advise on consultant job descriptions in their specialty.

Reporting channels

Each committee normally reports directly to College Council via circulation of minutes to Council meetings.

Person specification

Requirements	Essential	Desirable
<ul style="list-style-type: none"> • Fellow of the College • In active practice 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 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"> ✓ ✓ ✓ ✓ ✓ 	
Qualities <ul style="list-style-type: none"> • Excellent interpersonal and communications skills • Flexible and proactive attitude • Awareness of personal limitations • Proven experience of working constructively as part of a team 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	