

PRINCIPAL RESPONSIBILITIES OF THE CHAIRMAN OF COUNCIL

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| Accountable to : | The Council |
| Term of office : | Three years, subject to annual election |
| Appointment Criteria : | Membership of Council |
| Election Arrangements | By Council on nomination of Council members |
| Overall Purpose : | To provide the political, academic and governance overview and leadership of the College |

Main Responsibilities:

1. Academic
 - a) With the President to sign all membership and fellowship certificates
 - b) To ensure the College promulgates clear views on the academic issues of the day
 - c) To maintain appropriate contact with other academic institutions and organisations involved with academic medicine
2. Political
 - a) To ensure a clear direction for Council policies
 - b) To guide and represent the views of the Council
 - c) To ensure appropriate representation of the College at all policy-making meetings and discussions
 - d) To speak on College policy matters for the College to the press and media, and to approve all press communications
 - e) To ensure appropriate relations are maintained with the GPC, the GMC, the Academy of Medical Royal Colleges, the Departments of Health in the countries of the UK and other GP / primary care organisations and institutions of the UK and England
3. Governance
 - a) To ensure that all those to whom the Council delegates its responsibilities are working within the constitution and to the objectives and programmes set by the Council, in a way that enables the Council to be satisfied of the sound legal, financial and managerial framework to achieve agreed timescales and targets.
 - b) To ensure maximum use is made of, and contact developed with, all members and faculties in furthering the College's aims.
 - c) In conjunction with the Honorary Secretary of Council, to approve all items for the Council agenda and for other meetings which he or she chairs.
 - d) To chair the Council effectively to ensure time is spent on issues which only the Council can and should decide.
 - e) To build and maintain the officer team, and identify up to two suitable Vice-Chairmen to whom to delegate some responsibilities.
 - f) To provide advice and support to the Board and other Committee chairmen.
 - g) To ensure that all necessary action is taken on the resolutions agreed by the Council at its meetings.
 - h) To ensure that the Council is kept informed of the achievement and delivery of its decisions and

Standing Orders – November 2008

policy priorities.

- i) To be an approved signatory for the College.
- j) To hold the contract for, and to provide support to, the Chief Executive and to be the point of accountability for the post.
- k) To be the named point of appeal for the staff disciplinary and grievance procedures.