

RCGP Faculty UK Deputy Council representative role description

RCGP Faculty vision

A forward-thinking, inclusive and collaborative local GP network that nurtures grassroots engagement, creating a welcoming environment where everyone's voice is valued.

Purpose

Deputise for the Faculty UK Council Representative at Board or UK Council meetings to be the voice of the Faculty at Council level, representing the views and feedback from the Faculty on policy issues and acting as the proxy for the Faculty in national policy decision-making.

Act as an advocate for RCGP and the local Faculty in internal and external forums.

Term

3-year term, renewable once pending outcome of open election.

Eligibility and experience

Essential

- *Full member of RCGP for 5 years continuously (GP Registrars or Associate members are not eligible to stand for Faculty UK Deputy Council Representative).*
- *Evidence of commitment to RCGP charitable objectives and strategic priorities*
- *Practising or residing within the boundaries of the Faculty Board.*
- *Must have actively participated on a Faculty Board for at least 12 months prior to election, including attending 2 out of previous 4 meetings at point of nomination.*

Desirable

- *Demonstrable collaborative working and networking ability.*

How this role supports RCGP

The role forms part of the core Faculty Leadership group and will be the active link between local and national decision-making, shaping the College's policy and strategic direction.

What you'll gain

This role offers a significant opportunity to build and demonstrate strong leadership capabilities, while further developing advanced communication and networking skills. As Faculty UK Council representative, you play a central role in shaping College policy alongside a network of local Council representatives from across the UK, and speak out for local member needs. The position enables you to influence strategic priorities champion member needs and foster a more connected, collaborative and engaged professional community.

Main duties

Deputise for the Faculty UK Council representative in the following duties:

- Act as an advocate and ambassador for consensus Faculty views, representing local opinions on key professional and policy issues at Council and reporting decisions back to Faculty Board members.
- Play a key role in the democratic processes of Council by voting in all elections.
- To represent the Faculty fully by attending all four annual meetings of Council and the RCGP Annual General Meeting. If unable to attend a Council meeting, appointed Deputy representative should be organised.
- To share relevant Council documents and papers with members of the Faculty Board appropriately, mindful of data and organisational security and intellectual property.
- To be familiar with Council papers in advance of Faculty Board meetings and facilitate open and proactive discussion amongst Faculty Board members.
- To undertake appropriate induction and training provided for Council reps and follow relevant Council processes and regulations.

Work as part of the Faculty Leadership group in the following duties:

- Working with the Regional/National manager and in collaboration with the Faculty Chair and wider Board members agree an annual activity plan for the Faculty, reflecting the national College priorities as well as local member needs.
- Act as a spokesperson and advocate for the College in local forums.
- Support the local Faculty team to champion and encourage involvement from members in communicating Faculty activity to members and the local professional community.

- Maintain regular contact with the Faculty Administrator and Regional/National manager to progress actions between meetings.
- Support a welcoming and inclusive environment for all members and participants at Faculty Board meetings.
- With reference to the Faculty governance handbook, champion policies and ensure behaviour standards.
- Communicate and embody the member code of conduct at all meetings.
- Feedback local concerns and achievements through national forums, or via the regional/national manager where appropriate.
- Input into, and champion national member initiatives, through the Faculty, as required.
- Be an active member of the Faculty Leadership decision making group, participating in decision-making.

Time commitment

Flexible; estimated to be 1 day per month on average to include:

- email correspondence
- Quarterly activity reporting
- quarterly Faculty meeting attendance; non-attendance of >2 Faculty Board meetings each calendar year should trigger a Faculty review on capacity of the person to fulfil their Faculty Leadership role.
- quarterly UK Council meeting attendance
- ad hoc local and national meetings as required

Election

Ballot of all local members within the Faculty boundary.

Self-nomination including a candidate statement of no more than 500 words.

Induction and support

- Online induction resources relevant to all RCGP Advocates.
- Bespoke induction meeting with their National/Regional manager to clarify expectations, as well as discuss personal aspirations.
- A buddy scheme with existing / former Faculty leads, available on request.
- Regular contact with local Faculty management support team.