

RCGP Faculty Chair 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

Provide leadership to the Faculty Board, establishing a welcoming, inclusive and nurturing environment.

Working with the regional RCGP team, guide the Board to create and deliver an activity plan to support local members and raise the profile of RCGP within the wider professional and patient community.

As an advocate for RCGP, act as the local representative within the College, inputting into and championing national initiatives to support all members and further the profession.

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 Chair).
- 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

- Previous experience of chairing meetings.
- Previous leadership experience.
- Demonstrable collaborative working and networking ability.

How this role supports RCGP

The Faculty Chair plays a key role in supporting the work of RCGP by reflecting the needs of local members through national forums. The position is central to delivering benefits to members locally while ensuring alignment with the organisation's charitable aims. The Faculty Chair will be an advocate for RCGP across the wider professional community.

What you'll gain

This role offers a significant opportunity to build and demonstrate strong leadership and management capabilities, while further developing advanced communication and interpersonal skills. As Faculty Chair, you play a central role in shaping the support, resources, and professional opportunities available to local members. The position enables you to influence strategic priorities, champion member needs, and foster a more connected, collaborative, and engaged professional community. Through this leadership, you help strengthen the Faculty's voice and contribute to a culture of shared learning and collective growth.

Main duties

- Working with the Regional/National manager and in collaboration with the wider Board members agree an annual activity plan for the Faculty, reflecting the national College priorities as well as local member needs.
- Working with the Regional/National manager, agree annual meeting schedule for Faculty Board meetings considering accessibility requirements of all Board members, whilst maximising opportunity for attendance.
- Set agendas for quarterly Faculty Board meetings at least 2 weeks ahead of each meeting.
- Chair quarterly Faculty Board and other ad hoc Faculty meetings, ensuring the agenda progressing smoothly, ensuring all members have an opportunity to contribute to discussions.
- Maintain regular contact with the Faculty Administrator/Faculty Support Officer and Regional/National manager to progress actions between meetings.
- Create a welcoming and inclusive environment for all members and participants at Faculty Board meetings.
- Work with your local team to ensure delivery and reporting of annual plan and liaise as and when required with local reps to progress ideas.
- Facilitate and encourage knowledge sharing between members.

- With reference to the Faculty governance handbook, champion policies and ensure behaviour standards.
- Communicate and embody the member code of conduct at all meetings, challenging disruptive and discriminatory behaviour. With the support of your Regional/National manager, escalate issues to the Vice President for Member Standards where necessary.
- Manage conflicts of interest for Faculty Board members and observers.
- Lead decision making amongst the Faculty Leadership group.
- Take action (but not decision making unless authorised) between meetings when it is not practical to hold meetings.
- Act as the Faculty rep at national Faculty meetings (unless delegated to specific Faculty roles) to receive updates on the College's member activity and strategy.
- 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.
- Act as a spokesperson and advocate for the College in local forums.
- Seek to align Faculty work with RCGP strategy and charitable objectives.
- Support the Faculty Vice Chairs with delegated responsibilities to oversee use of resources, communications, activity plans and outreach.
- Be an active member of the Faculty Leadership decision making group.

Time commitment

Flexible; estimated to be 1-2 days per month on average to include:

- regular email correspondence
- 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 national briefings
- 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 Chair, available on request.
 - Quarterly national briefings with RCGP Senior Officer team.
-
- Ad hoc national briefing as required.
 - Regular contact with local Faculty management support team.