

RCGP Faculty Vice Chair for Member Engagement 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

Work with the regional RCGP team and Faculty Chair to oversee the activity programme for the Faculty, actively seeking input from the Faculty career stage and special interest representatives.

Lead on developing outreach programmes for the Faculty to build local networks, enhance the Faculty member offer and expand the reach of the Faculty.

Support the Faculty Chair to establish a welcoming, inclusive and nurturing environment.

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 Vice 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

- Demonstrable collaborative working and networking ability

How this role supports RCGP

The Faculty Vice Chair for Member Engagement oversees the local Faculty offer, ensuring that these align with the organisation's charitable aims. This member offer is enhanced by working collaboratively with local partners, and this role is pivotal in growing the Faculty networks and local influence within the 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. The Faculty Vice Chair for Member Engagement will help shape the support and opportunities available to local members and encourage a more connected professional community.

Main 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.
- Proactively engage with career stage reps to understand member needs and reflect these in the Faculty activity plan.
- Seek to align Faculty work with RCGP strategy and charitable objectives.
- Build connections with local training providers to develop collaborations and opportunities to enhance the Faculty learning offer.
- Build relationships with schools and local medical schools to identify opportunities to promote general practice as a career.
- Champion the College's CPD process and support Board members to develop initiatives for locally led CPD activity.
- Build connections with local networks to develop the influence of the Faculty within the professional community and identify opportunities for collaboration.
- 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/Faculty Support Officer 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.
- Deputise for the Faculty Chair in meetings, as required.
- 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.
- 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.
- Ad hoc national briefing as required.
- Regular contact with local Faculty management support team.