



The Royal College of Emergency Medicine

Patron: HRH The Princess Royal

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Applications sought for an Ordinary Fellow to join the College's Corporate Governance Committee.

The Corporate Governance Committee is established as defined in Bye-Law 10(a), and the College Charter, Ordinances, Bye Laws, Regulations and Terms of Reference are governing the work of the Committee and role of Committee Members.

The Corporate Governance Committee reports to Council and works closely with the College's Executive providing advice and views on a range of subjects relating to College activities and/or plans either in response to requests from the Executive or Council or upon its own initiative in the light of planned strategy development by those bodies.

If you wish to apply, please set out a brief statement of no more than 500 words as to why you have the knowledge, skills, and experience to be a member of this committee.

Please note the closing date for applications is **Tuesday 7th December**.

Excellence in Emergency Care

Incorporated by Royal Charter, 2008 • Registered Charity number 1122689

Corporate Governance Committee – Ordinary Fellow – Role Profile

Reports to: Chair of the Corporate Governance Committee.

Responsible to: Council

Other key working relationships: Chief Executive, Director of Corporate Services, Officers of the College and RCEM Committees.

Grade: Honorary post

Duties

Members of the Corporate Governance Committee are responsible for contributing to the work of the committee. They will attend meetings, contribute ideas, provide scrutiny, contribute to projects and represent the views of the committee to other stakeholders.

Specific duties are as follows (but not exhaustive):

- Provide a view from a Fellow of the College's perspective on the governance of the College, this includes contributing on meeting business which covers governance topics including, but not limited to: budgets, financial performance, investment strategy, risk management, human resource policy and legal compliance.
- Attend and actively participate in Corporate Governance Committee Meetings.
- On occasion urgent matters requiring views and decisions by the committee may occur between scheduled meetings

Appointment

Appointment is through self-nomination. Applicants are required to outline, in no more than 500 words, their suitability for the role. Selection will be based on the strength of application and reviewed by the Chair of the Committee, the Chief Executive and of the College.

Place of work

The Committee meets 4-5 times a year and you can join the meetings by video conference (The College's official video conferencing partner is Zoom).

Hours of work

It is estimated that this post takes 1 PA per month annualised. There are normally 4 or 5 meetings per annum with associated papers to read. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

Governance

The Corporate Governance Fellow Members of the Committee have full voting rights on the Corporate Governance Committee, but the role holder shall not be a Trustee of the College, nor have any budgetary authority, nor have the authority to enter into any financial contracts or commit funds without authority from the Chief Executive of Treasurer.

Remuneration and expenses

The post is honorary. Reasonable expenses for travel and subsistence will be payable on production of receipts and vouchers. As with all travel on College business, committee members will be expected to travel

in accordance with the College Expenses policy.

Fellow Specification

Aside from being a Fellow of the College in good standing, this role is deliberately designed to appeal to those Fellows who are not or have not already been closely involved in College work, so experience of College business is not a pre-requisite. We are looking for those with an enquiring mind, ability to constructively question and help us provide the governance conscience of the College from the perspective of an interested Fellow of the College.

The successful applicant will demonstrate suitability for the role, including the following qualities:

- Interest in the success of the College;
- Commitment to the College and its objectives;
- High level strategic thinking and vision;
- Committee and/or large meeting experience;
- Understanding of governance;
- Ability to articulate the views of members of the College on governance issues;
- Ability to work effectively in a group and take part in discussions;
- Ability to manage difficult and/or challenging situations;
- Ability to challenge constructively and ask questions appropriately;
- Ability to analyse information;
- Ability to assess performance;
- Ability to work effectively as a member of a team and to accept consensus decisions and act upon them.

Annex A – Corporate Governance Terms of Reference

CORPORATE GOVERNANCE COMMITTEE

Objectives

The objective of the Corporate Governance Committee is to develop, monitor and advise on corporate governance of the Royal College of Emergency Medicine and to ensure compliance with Charity Law and the recommendations of the Charity Commission.

Membership

Chair is appointed by Council from amongst the membership of the Lay Group and who must not be a paid employee or Officer of the College. In his/her absence the Registrar shall be Chair. Other members are as follows:

- Registrar
- Treasurer
- President
- President Elect
- Immediate Past President
- Vice Presidents x 2
- Dean
- Ordinary Fellow(s) (maximum of two)
- Chief Executive (ex officio)
- Deputy Chief Executive (ex officio)
- Director of Corporate Services (ex officio)
- Member of the Lay Advisory Group

Responsibilities and delegated powers

Council delegates the following powers to the Committee:

Finance

- Monitor income/expenditure
- Make recommendations on fees and subscriptions
- Make recommendations to the membership on investments (with appropriate professional advice)
- Review and assess business plans for current activities and future developments
- Ensure proper auditing of accounts
- Monitor and manage financial risk
- Take responsibility for decisions made regarding the building, lease, facilities management and insurance.

Human Resources

- Review the Human Resources management of the College employees
- Ensure compliance with employment law
- Ensure compliance with race, equal opportunity, disability and age discrimination legislation
- Review employment policies on sickness, grievance and disciplinary matters
- Agree the terms and conditions of employment and receive reports and recommendations from the Remuneration Sub-Committee
- Assist the Chief Executive and Registrar in employment matters.

Governance issues

- To review the risk register of the Royal College and advise the Council on matters relating to corporate risk
- To review the Register of Interests and make recommendations to Council as appropriate for good governance
- To undertake to investigate any incidents relating to the administration of the Royal College
- To ensure appropriate corporate liabilities are identified
- To provide advice and senior input into matter relating to the administration and office activities

Meetings

Meetings are held at least 5 times a year. Where possible they should be arranged to coincide with other committee meetings, such as those of other major committees, and if members are unable to attend, they should be encouraged to join the meeting by video conference.

The Corporate Governance Committee reports to the Council. The Chair of the meeting shall make appropriate arrangements for keeping records of the meetings.

The quorum shall be 3 Members at least one of which should not be an Executive Committee member.