

RCEM Northern Ireland Vice President (Chair) and Vice Chair roles

We have an exciting opportunity for our fellows to get involved in important College work. Participating in College Boards is an important aspect of advancing the speciality of Emergency Medicine. This document is designed to provide more information about the Northern Ireland (NI) National Board Chair and Vice Chair roles and answer any questions you may have about College Board roles.

Duties:

- Act as a national point of contact for advice to Fellows and Members on issues relating to the objectives of the College, including professional standards, clinical standards, research, education and CPD, training and other professional matters.
- Gather information about service and educational issues concerning Emergency Medicine in the nation to inform the Council and Officers, as well as to provide a mechanism for the flow of information, ideas, and documents from the College to Fellows and Members.
- Provide an appropriate point of contact for local national health bodies and to give advice on local issues.
- Serve as a contact point for media concerning Emergency Medicine issues.
- Provide a focus for the pastoral care and support of Fellows and Members and represent the College at key times (for example, during illness or bereavement, or when there is noted achievement by a Fellow or Member or by an Emergency Department team).
- The Chair will attend the College Council and Executive meetings. If they cannot make the meeting the Vice Chair will deputise.
- Hold and run four annual NI National Board meetings a year
- Report to the President.

Appointment: By election from Fellows working (or resident if retired) in the Nation advertised.

Place of Work: There are four Board meetings a year, two will take place virtually and two will be in person. Council and Executive meetings will also take a hybrid format.

Hours of Work: It is estimated that this post will take at least 2 days per month annualised. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

Remuneration and Expenses: The post is honorary and advertised as a developmental opportunity. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.

Frequently Asked Questions

Are National Chair and Vice Chair roles only for those who have been closely involved with the College before?

No, certainly not. Our National Chair and Vice Chair roles are open to all Fellows, not just those who have worked in Emergency Medicine for years! Furthermore, we are always keen to help those who have not previously had a role with the College to get involved.

So, should I apply even if I have not been involved in the College before?

Absolutely! We are very keen to encourage those who have not been involved in the College to apply; if you have the skills and the passion, please do apply.

We can provide induction into College processes and governance to support those who are not familiar with committees in the medical Royal College sector.

I have the passion and the skills but not enough experience, should I still apply?

Yes! You might think that you do not have the experience, but if you are working in the field of Emergency Medicine, you probably do!

Aside from clinical skills, Emergency Medicine requires a depth of interpersonal skills: management, communication, influencing skills for example. Emphasise the skills you have, and think about soft skills such as communication, leadership, and team working.

How should I go about writing my application?

To apply to be a National Chair or Vice Chair, we ask you to fill out a nomination form. You will also be required to produce a 300-word testimonial. This statement is an opportunity for you to explain why you are suitable for and interested in the role and detail your objectives for your time as National Chair or Vice Chair.

Before you write your application, you should study the role profile in detail. Pay particular attention to the member specification aspect of the profile and ensure your application addresses the points outlined.

If we receive more than one nomination form for National Chair or Vice Chair, a ballot will be held, and the membership will vote for the candidate. This is conducted by an external electoral services organisation.

I am really interested in becoming a National Chair/Vice Chair, but I am not sure about the time commitment.

As part of your role as National Chair, you will sit on RCEM Council. As Vice Chair, you may have to deputise if the Chair cannot attend. Council usually meets 4-6 times a year and you will be encouraged to join meetings through teleconference. You will also hold 4 national board meetings a year. College staff are currently working remotely, and we will utilise video conferencing and other media to reduce the need for travel.

Will my expenses be covered if there's in-person meetings?

Travel and accommodation expenses incurred attending in person meetings will be covered as per our Expenses Policy. RCEM staff member responsible for National Chair and Vice Chair recruitment can provide more information.



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Who can apply to the National Chair/Vice Chair positions?

For the National Chair and Vice Chair roles, we welcome applications from College Fellows working in the region advertised. We encourage all fellows to apply, regardless of how experienced you are or how long you have been a fellow for.

Can I ask my Trust to support me with time off?

Given the pressures the system is experiencing, we do understand that our Members and Fellows are needed for frontline services. However, there is often support provided to allow some recognition for College work, particularly as it can be developmental. In the past, the Chief Medical Officers have written to Trusts about this (see attached [letter](#)) and if you need help in how to approach your Trust for help please let us know.

Will I have any support from the College?

Absolutely! The College is always here to support your role and with all responsibilities and duties you may have. We can send out email communications on your behalf to all members in NI and those in the College more generally. We take responsibility for organising any meetings as well as setting up and providing guidance with regional press coverage. The College is also able to provide guidance on writing the updates or reports for Council meetings. We want to ensure that you can carry out the Regional Chair role to the best of your abilities and are therefore happy to provide as much support as you need to fulfil the role effectively.

Do you have any questions that have not been covered? Get in touch with us! We would be very happy to talk to you. Email Tamara Pinedo, Senior Policy Officer, tamara.pinedo@rcem.ac.uk