



**RCEM**  
Royal College  
of Emergency  
Medicine

Patron: HRH Princess Royal  
Octavia House  
54 Ayres Street, London  
SE1 1EU

Tel +44 (0)20 7404 1999  
[rcem@rcem.ac.uk](mailto:rcem@rcem.ac.uk)  
[www.rcem.ac.uk](http://www.rcem.ac.uk)

## Application Information and Guidance

### Regional Board Vice Chair

This document provides you with more information about the Vice Chair role and your application.

#### **About RCEM**

The Royal College of Emergency Medicine (RCEM) is a registered charity working to ensure high-quality care for patients by setting and monitoring standards of care in Emergency Departments (EDs). In addition, the College is responsible for setting standards of training and administering examinations in Emergency Medicine for the award of Fellowship and Membership of the College and recommending trainees for CCT in Emergency Medicine.

#### **About College Boards and Committees**

As a Membership organisation, the College now numbers more than 10,000 Fellows and Members registered internationally. Member participation in the College's Board and Committees is critical, as their experience and expertise influence the College's decision-making, policy, and public affairs agenda, advancing the speciality of Emergency Medicine for staff and patients alike.

#### **The Role of Regional Vice Chair**

The primary purpose of the Regional Vice Chair is to act as a deputy to the Chair of that Region, supporting the Chair with difficult decisions. In addition, the Vice Chair will liaise regularly with the Chair, ensuring they know enough about current issues to provide support and, if necessary, stand in at short notice. The Regional Chair's primary purpose is to act as the voice of that particular region and its localities. If the region has a board set up, the Chair will serve as that Board's leader.

Both the Chair and Vice Chair's terms of office last three years. When the Chair's term ends, the Vice Chair takes on the role of Chair.

#### **Key responsibilities:**

- Deputise for the Chair as necessary.
- Act as a local 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 Region 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.



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- Provide an appropriate point of contact for local and national health bodies and advise on local issues.
- Serve as a contact point for local 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).

**NB:** Because of the small numbers of Fellows and Members of RCEM involved, no separate Regional Board is appropriate for the Isle of Man or the Channel Islands, where the island governments provide health services. All categories of Fellows and Members of RCEM who work on the islands will have access to the English Regional Board serving the area where communication to and from the island is most straightforward. This will be the North West Region for the Isle of Man, and for the Channel Islands, the South West Region.

### **Application process**

**Eligibility:** You must be a member of the College, and a Fellow on the Specialist Register for Emergency Medicine practising Emergency Medicine in a substantive consultant position in the Region you would represent.

**Appointment:** By nomination. To apply, please complete a nomination form, with a personal statement and signatures from two colleagues who are happy to support your application. Your personal statement must be no more than 300 words.

If only one eligible candidate is nominated in a particular constituency, a ballot of the members is not required. The candidate shall be deemed to be elected if approved by a resolution of Council. The members of that constituency who would have been entitled to vote in the election of the Chair for their constituency shall be notified that there was only one eligible candidate and whether that person was approved by Council.

In the event that multiple eligible candidates apply, a ballot of regional members will be conducted. Elections are currently administered by an external company. In this instance we will share your personal statement the company and with voting members in your region.

**Nominations:** Each nomination must be signed by a Fellow who is practising Emergency Medicine in the constituency for which the election is held and who must be a member in good standing. Each nominee must signify their willingness to be nominated and serve if elected. Any nomination which is not completed in accordance with the instructions in the circular or returned by the time specified therein shall not be accepted for inclusion in the election.

**Place of Work:** This is a hybrid role, however the vast majority of work pertaining to this role will take place remotely which means this role is accessible. When in-person meetings do



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take place, they are organised to precede or follow other regional meetings, to reduce travel costs. If you cannot attend in person, then you should endeavour to join the forum via teleconferencing.

**Hours of Work:** It is estimated that this post requires half a day 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 travel and subsistence expenses will be payable per College policy.

**Personal details:** Please ensure that your membership details held in your account with the College are up to date. It is your responsibility to ensure these are up to date.

## **Frequently Asked Questions**

### **Are Regional Vice Chair roles only for those closely involved with the College before?**

No, certainly not. Our Vice Chair roles are open to anyone who meets the eligibility criteria! We want our Regional Chairs, Vice Chairs and Boards to become a progressive conduit, enabling those who are capable but 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! If you meet the role's requirements and have the skills and the passion, please do apply.

We will support you throughout your Onboarding process and will provide an induction into the role, College processes, governance, and committees in the medical Royal College sector.

### **Who can apply to the Regional Chair and Vice Chair positions?**

Working as a substantive consultant in a permanent position is an essential criterion for the Regional Chair role. As Vice Chair will eventually become the Regional Chair, the essential criterion is thus the same. Practically speaking, it will be challenging to fulfil crucial aspects of the role (such as approving job descriptions and AAC activities).

If you are not a fellow but are interested in becoming involved in regional activities, then please apply to become a part of your region's committee – we highly encourage applications from all membership categories for these roles as we want to ensure a diversity of opinions, expertise and experiences.

### **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! Look at the skills required in the advert for the role



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and think about how you can translate what you do at work (and outside of work) to apply to the person specification. 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.

If you think you do not have the experience, make sure this is true, and not just a perception. Think about what you currently do and try to draw links between the experience you need and the experience you have. These do not need to be exactly the same, but your experiences should be relevant.

### **How should I go about writing my personal statement?**

Your personal statement is an opportunity for you to explain why you are suitable for and interested in the role. It allows you to emphasise your passion, skills, and experience.

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. We recommend you think about the particular strengths of your region, and the issues you and your colleagues face. Try to back up your points with evidence where possible.

### **I am really interested in getting involved in the Regional Board, but I am not sure about the time commitment.**

We want our Regional Chairs and Boards to be productive working committees, so we do expect Vice Chairs to actively support workstreams, as agreed by the Chair and Board. Workstreams will vary depending on the needs of a region. If there is a Regional Board, they should meet every quarter where workstreams will be agreed and responsibilities shared by its members. In 2023, one of these meetings will take place in person. We estimate that this should take approximately a half day a month, depending on regional activity.

College staff are currently working in a hybrid format, and so we will utilise video conferencing and other media to ensure work is accessible. Your duties will be primarily conducted from your normal place of work or from the comfort of your own home.

### **Can my Trust support me with time off?**

Anyone wishing to stand for the post will need to discuss this issue with their clinical colleagues and employers. Given the pressures the system is experiencing, we do understand that our Members and Fellows are needed for frontline services. However, support is often provided to allow some recognition for College work, especially as it can be developmental. In the past, the Chief Medical Officers have written to Trusts about this. Please let us know if you need support approaching your Trust.

### **Will my expenses be covered for in person meetings?**



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Reasonable expenses for travel and subsistence will be payable on production of receipts and vouchers, in accordance with College expense policy. The RCEM staff member responsible for committee recruitment can provide more information.

**If you are interested in the role or have any questions, please feel welcome to get in touch with Daisy Harmer at [daisy.harmer@rcem.ac.uk](mailto:daisy.harmer@rcem.ac.uk).**