



RCEM
Royal College
of Emergency
Medicine

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RCEM Regional Board Member

Application Information and Guidance

This document provides you with more information about RCEM's Regional Boards and your application to become a Regional Board member.

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 RCEM Boards and Committees

As a Membership organisation, the College now numbers more than 10,000 Fellows and Members registered internationally. Participation in Boards and Committees by Members is essential, ensuring they are representative of on the ground experience. It is Member experience and expertise that shapes and influences 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 Boards

Regional Boards are a vital conduit for information. As a Regional Board Member, you will be a crucial touchpoint, passing information back and forth between the Chair/Board and the body you represent (whether that's a staffing body, specialty, or a Trust/hospital), advocating for your colleagues and patients alike.

The term for Regional Board members lasts three years.

Key responsibilities:

- Act as a local point of contact for colleagues and peers on issues relating to the objectives of the College, including professional standards, clinical standards, research, education and CPD, training, policy, and other professional matters.
- Represent your localities, gathering information to inform the Regional Chair, RCEM Council and Officers, as well as to provide a mechanism for the flow of information, ideas, and documents from the College to colleagues and peers.
- Bring an understanding of the issues and successes in urgent and emergency care closer to the population we care for.
- Attend four regional board meetings a year.



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- Engage with emails and information pertaining to the Board, College and speciality.
- Support the Regional Chair in their activities and duties.

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 health services are provided by the island governments. 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. For the Isle of Man this will be the North West Region, for the Channel Islands, the South West Region.

Application process

Eligibility: To be eligible to become a Regional Board member, you need to meet these requirements:

- Associate Member, Member or Fellow* of the College in good standing.
- Be a member of the relevant Member category for a given role, e.g., if you are applying to be an ACP rep, you must be an Associate Member.
- Be a UK registered doctor or health professional in good standing with your regulator with no limitations on practice and, where appropriate, a licence to practice.
- Uphold the College's values, namely Reliability, Communication, Respect, Excellence, Equality, Teamwork and Responsive.
- Have a good track record, without previous conduct, behaviour and/or opinions that will negatively impact on the college's own reputation.
- Employed in a current substantive post in the region on which you will serve on the Board in the UK or Republic of Ireland for at least one year*
- Strong interpersonal skills and able to build consensus with colleagues.
- Experience of participating constructively in meetings.
- Ability to listen and communicate clearly.

*This is dependent on the Regional Chair and what they determine appropriate for the Board. If you are unclear, please ask the Policy team for clarification.

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 statement must be no more than 300 words.

There can be up to two representatives per role/Trust on the Board. If more than two applicants apply for a position, then your application will be assessed based on the strength of your personal statement.



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Nominations: Each nomination must be signed by a Member in good standing practising Emergency Medicine. Each nominee must signify their willingness to be nominated. Only nominations completed per the instructions in the circular or returned by the time specified therein shall be accepted for inclusion.

Place of Work: This is a hybrid role however, the vast majority of work for this role will take place remotely which means this role is accessible. When in-person meetings 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: Time commitment is approximately 1-2 PAs per quarter however this is dependent on the Board's workstreams. Anyone wishing to stand 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 Board roles only for those closely involved with the College before?

No, certainly not. Our Regional Board roles are open to all who meets the eligibility criteria! We want our Regional Boards to become a progressive conduit, enabling Members who have not previously had a role with the College to get involved.

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 can provide an induction into College processes and governance to support those unfamiliar with committees in the medical Royal Colleges sector.

Who can apply to the Regional Board positions?

We welcome and encourage applications from all fellows who fit the role to apply, regardless of how experienced you are or how long you have been a fellow. We highly encourage applications from all membership categories for these roles as we want to ensure a diversity of opinions and experiences.

For Trust representatives, we do ask that applicants are a substantive member of staff, in order to ensure accountability and representation on the Board for a significant period of time.

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



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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 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 Boards to be productive working committees and so we expect Board Members to support workstreams, as capacity allows. Workstreams will vary depending on the needs of a region and will be agreed by the Chair and Board. The Regional Board will 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 expect that duties will be primarily conducted from your normal place of work or from the comfort of your own home.

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.

Will my expenses be covered if the committee decides to meet in person?

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.

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



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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.

If you are interested in the role or have any questions, please feel welcome to get in touch with the Policy team at policy@rcem.ac.uk.