

Frequently Asked Questions

Is the Vice Chair role only for those who have been closely involved with the College before?

No, the Vice Chair roles are open to all Fellows. 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 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 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 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 Vice Chair, but I am not sure about the time commitment.

As part of your role as Vice Chair, you may be asked to deputise and sit on RCEM Council. Council usually meets 4 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 in a hybrid manner, 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. The RCEM staff member responsible for Vice Chair recruitment can provide more information.

Who can apply to the Vice Chair position?

For the Vice Chair role, 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 Scotland 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 Vice 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 Freddie Stoker, Senior Policy Officer, freddie.stoker@rcem.ac.uk.