



Royal College *of*
Emergency Medicine

**The Terms of Reference for Membership and
Professional Matters Cluster and its
Committees, Sub-Committees, Special Interest
Groups, and Working Groups**

Amendment Log

Issue	Issue Date	Additions/Alterations	Initials
1.0	July 2025	First version	HB
2.0	February 2026	Minor amendments to General Terms of Reference Conditions Precedent <ul style="list-style-type: none">• CEO Delegated powers for minor amendments Inclusion of the following committees to this cluster <ul style="list-style-type: none">• EDI Committee• Honours Committee	HB

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About this document

This document contains the Terms of Reference (ToR) for the various Committees of the Royal College of Emergency Medicine.

Under our Ordinances ¹, the Board of Trustees may:

“Establish such boards, standing and ad hoc committees or sub-committees for the purpose of dealing with any subject as it may from time to time determine.

The Board of Trustees shall have power to determine, by Bye Laws, the constitution and procedures of such boards, committees or sub-committees.

The Board of Trustees may, by resolution, delegate any or all of its functions, powers, duties and discretions to any body, board, committee, sub-committee, officer or individual upon terms and subject to such conditions as the Board may, from time to time, by resolution, determine.”

Over time, a range of Committees have been established, and each has had an individual Terms of Reference document created for it. Given that a number of these committees have similar content, for good governance and ease of reference, this document draws all of them together into one place.

In future, any new Committees or amendments to the content of this document shall usually be considered by the Corporate Governance Committee who will, if appropriate, recommend that the Board reviews and approves the revised document.

This document shall be maintained by an employee of the Royal College as nominated by the Chief Executive.

Gordon Miles Chief Executive

June 2025

¹ The Royal College of Emergency Medicine Ordinances Paragraph 8

General Terms of Reference Conditions Precedent

1. Each Committee, Sub-committee and Working Party shall have a Terms of Reference.
2. A Committee is a body of one or more persons that is subordinate to Council or the Board of Trustees. Usually, the Council or Board of Trustees sends matters into a committee to explore them more closely than would be possible if the Council/Board itself were considering them.
3. A Sub-committee is a committee that reports to another committee.
4. A Working Party/Group is a committee that is established for a limited time to develop and/or review areas of policy, procedure and practice and put forward suggestions for the Council to consider.
5. A Special Interest Group (SIG) or Professional Advisory Group (PAG) is a small community with a shared interest in advancing a specific area of knowledge, learning or technology where members cooperate to affect or to produce solutions within their field, and may communicate, meet, and organise conferences or study days. All SIG/PAGs shall operate under parent a Committee, which holds overall responsibility for SIG/PAG through its Chair.
6. References to a 'Cluster' reflects the structuring of committees into groups or clusters of Committees under a role holder or role holders led by a Cluster Responsible Officer who will be either a Vice President or other College Role Holder or the CEO or nominated deputy.
7. All College Committees and Working Parties shall have Terms of Reference conforming to our governing documents. Normally, requests for new Committees or Working Groups/Parties are considered by the Executive Committee, scrutinised by Corporate Governance Committee and a recommendation is made to Council or the Board of Trustees accordingly.
8. All Committees and Working Parties shall have a clear reporting structure, ultimately leading to Council or directly to the Trustee Board. They shall report their activity at least annually via their Cluster Responsible Officer to ensure appropriate oversight and alignment with College strategy.
9. The Composition of a Committee is determined as set out in each Terms of Reference.
10. In the remainder of this section, the term Committee shall relate to all Committees, Sub-Committees, SIGs, PAGs and Working Parties/Groups unless otherwise stated.
11. Any Committee has the power to co-opt additional Members to make up the required number of Committee Members that are described in that Committee's Terms of Reference.
12. For any minor amendments to individual committee terms of reference the CEO has delegated powers to approve these amendments in conjunction with the President.
13. For ease of reference and to avoid duplication the following shall apply to every Committee, unless otherwise stated in the specific Terms of Reference for an individual Committee.

Governing Documents

14. In relation to the terms of reference, the Governing Documents are the Charter, Ordinances, Bye Laws, Regulations and the Scheme of Delegation. These documents are senior to any Terms of Reference and so bind Committees to their contents.

Delegated Powers

15. No Committee has delegated powers to make decisions on behalf of the College unless expressly stated in the Terms of Reference for that Committee. The Scheme of Delegation sets out the powers the Trustee Board delegates to Council in relation to Committees and to role holders.
16. Committees shall prepare for Council or Trustee Board scrutiny annual Work Programmes detailing their planned activity. These must be submitted to the relevant Cluster Responsible Officer and Governance Manager annually for tracking and assurance purposes.
17. A budget (if required) shall be agreed through the College Treasurer under the standing financial procedures. The Chair of a Committee has budget responsibility for the activities of that Committee in accordance with the standing Financial Procedures of the Royal College. The Committee Secretary shall act as deputy budget holder. All expenditure must comply with College procurement procedures.

Committee Chair/Member appointment

18. Committee members and Chairs of Committees must be in good standing with the College, as defined in College Ordinances.

Appointing a Chair

19. Unless otherwise stated in the Charter, Ordinances, Bye Laws or Terms Of Reference for an individual Committee, Members and Chairs of Committees are appointed by a selection process involving open advertising. The following applies to these Committees:
 - Academic Committee
 - Clinical Leadership & Service Design Committee
 - EDI Committee
 - Educational Resources Committee
 - Gender Equity Committee
 - Global Emergency Medicine Committee
 - Informatics Committee
 - Invited Services Review Committee
 - Quality in Emergency Care Committee
 - Research Committee
 - Sustainable Working Practices Committee
20. Other Committees may wish to seek advice from the Nominations and Appointments Committee (NomCom) for help in recruiting and selecting their Chairs.
21. The Committee Secretary is responsible for ensuring that there is an appointed Chair in place, and the Chair and Committee Secretary together are responsible for ensuring that there are sufficient committee members, with suitable skills, to form the

Committee.

22. When the Committee Secretary becomes aware that the term of the Chair is coming to an end (either because the Chair will have served the time appointed for, or because they are stepping down) the Committee Secretary will meet with the Chair of NomCom. (NomComChair@rcem.ac.uk)

23. The Secretary and the NomCom Chair together will propose the members of the Appointments Panel. The final decision on membership of the panel is with the NomCom and the NomCom Chair will be responsible for securing that decision. The decision will also include who will Chair the Appointments Panel. The retiring Chair of a committee shall not sit on the Appointments Panel for their successor, to avoid any conflict of interest, though they may provide a handover or speak with shortlisted candidates if appropriate.

24. The Secretary and the Chair of the Appointments Panel will produce a timetable to cover the following actions:
 - a. The creation of a job specification including role description and person specification.
 - b. A communications plan to ensure that the role is advertised widely and a job pack which includes at least the job specification but could also include more information on the background of the committee.
 - c. An agreement on who will administer the process (receive applications, communicate with candidates during the process etc) – this is usually the Committee Secretary.
 - d. The process for making an application (usually a CV and a two-page letter addressing the points on the person specification).
 - e. A date by which all applications must be received.
 - f. A date for the Appointments Panel to receive applications and a process for drawing up a short list. (This is usually a scoring against items on the person specification which should have been addressed in the two-page letter.)
 - g. A date for a short-listing meeting. The Panel may do their scoring and preparation beforehand, but they should meet to decide on the candidates.
 - h. A date or dates for interviews (these should be included in the Information Pack that goes out with the initial job pack). Except in the most exceptional circumstances panel members must attend all the interviews.
 - i. The creation of questions and the agreement of panel members to the questions.
 - j. The date for the panel to convene to make a decision unless this is to be immediately after the last interview (which is preferable).

25. The Committee Secretary will:

- a. Prepare a letter of appointment for the CEO to sign.
 - b. Update the IMIS Committee Records.
 - c. Ask for a Conflicts of Interest declaration using this link:
http://account.rcem.ac.uk/RCEM/Webformz/Apply_WFZ_DeclarationofInterestsForm.aspx
 - d. Ask for the completion of confidential demographic information into the College database using this link: <https://bit.ly/RCEM-CountMeIn>
 - e. Arrange for induction and advise the Council of the appointment.
26. Once the role is accepted feedback may be offered to applicants who if they wish to receive it should be asked to schedule a call with the NomCom Chair.

Appointing a Committee Member

27. The Chair of the Committee is responsible for the process.
28. The Chair and the NomCom Chair (NomComChair@rcem.ac.uk) together will propose the members of the Appointments Panel. It would be usual for the Chair of the Committee to Chair the Appointments Panel. The Chair may wish to seek advice from the NomCom Chair on the process and the development of the role profile and person specification for the role.
29. The Chair of the Appointments Panel will produce a timetable to cover the following actions:
- a. The creation of a job specification including role description and person specification.
 - b. A communications plan to ensure that the role is advertised widely and a job pack which includes at least the job specification but could also include more information on the background of the committee.
 - c. An agreement on who will administer the process (receive applications, communicate with candidates during the process etc) – this is usually the Committee Secretary.
 - d. The process for making an application (usually a CV and a two-page letter addressing the points on the person specification).
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- i. The creation of questions and the agreement of panel members to the questions.
 - j. The date for the panel to convene to make a decision unless this is to be immediately after the last interview (which is preferable).
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https://account.rcem.ac.uk/RCEMPortal/Sign_In.aspx?LoginRedirect=true&returnurl=%2fRCEMPortal%2fDeclaration-of-Interests-form.aspx
 - d. Ask for the completion of confidential demographic information into the College database using this link: <https://bit.ly/RCEM-CountMeIn>
 - e. Arrange for induction and advise the Council of the appointment.
31. Once the role is accepted feedback may be offered to applicants who if they wish to receive it should be asked to schedule a call with the Committee Chair.
32. If advertising for members or Chairs proves unsuccessful the Committee may co-opt members into these positions subject to approval by the Executive Committee as stated in the bye laws.
33. For new Committees, the terms of reference will then be developed through the Committee and in the case of Committees reporting to Council come to Council for approval, and the Board for ratification. For Committees reporting to the Board the Board will decide the terms of reference.
34. For Committees in existence at the point where these Terms of Reference are approved, the existing Committee Members and Chairs may continue for the remainder of their existing term of office

Committee Secretary

35. The Committee Secretary will normally be an employee of the College who is assigned the role by the Chief Executive. Where there is no staff member available for this role then the Committee may appoint one of its number to be secretary for the meeting in question or approach the Chief Executive to seek out-sourced Committee support for minute taking or other administrative help (subject to budget availability).
36. The Committee Secretary will arrange meetings, take minutes, act as deputy budget holder and, working with the Committee Chair, prepare agendas, collate and distribute papers and advise on any governance arrangements including recruitment. The Secretary must ensure that meeting documentation is circulated no later than five working days before each meeting unless agreed otherwise.
37. Committee secretaries shall produce draft minutes of their meetings within 14 days of each meeting, and these will be circulated to all members, including ex-officio

members, whether they attended the meeting or not. The draft minutes will then be sent to the Chair for approval before being circulated to the Committee.

38. The Committee Secretary is a non-voting role at the Committee. They may provide procedural advice during meetings but shall not influence decision-making.

Terms of Office

39. Terms of Office are for three years. A shorter term may be applied in exceptional circumstances, subject to approval by Council or the Trustee Board.
40. Suggested succession planning for committee Chairs is that appointment occurs 6-12 months prior to the expected handover date, with the chair elect acting as a deputy. As a chair steps down, it may be reasonable, at the discretion of the new chair, for them to act as a deputy for a further 6-12 months to facilitate continuity. This does not preclude formal appointment of another deputy should that be deemed required as part of the Terms of Reference. Succession planning discussions should be initiated by the Committee Secretary at least one year before the end of the Chair's term.
41. Where a new committee is formed consideration should be given to one of the College Executive Committee acting as a co-chair, should this be deemed beneficial. This should be reviewed after the Committee's first year to assess whether the co-chair arrangement remains appropriate.
42. Committee Members may serve up to two consecutive terms on a particular Committee, after which they shall step down unless as otherwise approved by Council, or in the case of the Audit and Risk or Executive Committee by the Trustee Board. Having stepped down for one term of office they may reapply after that. If during a term of office, a Committee Member becomes a Chair then the following paragraph applies and the rules under this paragraph are disregarded. Reappointments must be recorded formally by the Governance Manager.
43. Subject to the Bye Laws, Chairs of Committees shall normally serve for an initial term of office following their appointment, after which they may offer themselves for re-appointment in competition with others. If re-appointed, they may serve for a further term, after which they will not be eligible to stand for the post in question but may sit on the Committee as a member for a further term subject to Council approval. Any extension beyond this period requires written approval from the Trustee Board, setting out the exceptional circumstances.
44. RCEM Role Holders are appointed to Committees for their term of office and on a change of office holder the position rotates with the office not the individual. Outgoing role holders must ensure a proper handover to their successor.

Committee Composition

45. The composition of a committee is determined by Council or the Board of Trustees, as set out in each Terms of Reference. Unless otherwise stated in the Terms of Reference the number of Committee Members shall not exceed 12 persons including the Chairperson. Where broader representation is required, this must be justified in writing to the Governance Manager and proved by Council or the Trustee Board.
46. In the absence of the Chair, a Deputy, either by appointment by the Chair or nominated from amongst the Committee Members present shall act as Chair for that meeting and

may vote at that meeting.

47. Individuals standing on Committees have a personal responsibility to be present (either in person or through appropriate media) for two thirds of all meetings. Such individuals are expected to take on a stream of work such as preparing documents, gathering information, attend meetings, providing Royal College approved advice to individuals or organisations and to complete activities in a timely fashion. Council or the Trustee Board may remove Committee Members who fail to meet these requirements.
48. The following role holders may attend any Committee meeting of the College as an ex-officio member: President, Trustees, Vice Presidents, Dean, Treasurer and Chief Executive (or nominated deputy) and by agreement with the Chief Executive the Directors of Corporate Services, Education and Engagement & External Affairs. Ex-officio members have full speaking rights but do not count towards quorum unless explicitly stated in the individual Terms of Reference.
49. Consideration should be given, upon formation of a new committee, as to whether specific representation from EMTA, EMSAS, ACP Forum or from EDI/GEC is required. This should be balanced against the practicalities of fielding such representatives in multiple forums and of narrowing opportunities for participation amongst the wider membership. Committees should periodically review representation to ensure diversity and balance.

Quorum

50. Unless otherwise stated in the terms of reference or elsewhere in the governing documents:
 - a. the quorum shall include the Chair or nominated Deputy and those present in person and those using an electronic communication method to join the meeting;
 - b. for a Committee the quorum shall be at least half the number of Committee Members of that Committee, whether they are present or not. Where attendance drops below quorum during a meeting, decisions must be deferred until a quorate session can be reconvened.

Conducting Business

51. To conduct business and make decisions Committee members will either be present in person or using electronic conferencing facilities, or where this is not practical decisions may be made by email or other electronic media. Any decision made outside of a committee meeting for example by email, should be reported at the next meeting for record keeping purposes. All such decisions must be clearly documented by the Secretary with confirmation from the Chair.
52. Decisions will normally be made by agreement, but where a vote is necessary this will be indicated by a show of hands or a suitable electronic equivalent. In the event of a tie the Chair has a deciding vote. In the absence of the Chair, a Deputy nominated either by the Chair or from amongst the Committee Members shall act as Chair for that meeting and may vote at that meeting. The outcome of any vote must be minuted clearly, including the number for, against, and abstaining.

53. Individuals standing on Committees have a personal responsibility to take on a stream of work such as preparing documents, gathering information, providing Royal College approved advice to individuals or organisations and to complete activities in a timely fashion. Progress against agreed actions should be reviewed at each meeting and recorded in the action log.
54. Chairs action can be used for routine decisions where there is no monetary impact, and a delay would be detrimental to the interest of the committee. All Chair's actions must be documented and reported to the next meeting for ratification.

Risk Management

55. All Committees and Working Groups shall advise the CEO via Governance Manager and Chair of Audit & Risk Committee of their assessment of the risks that they are running for the College including details of what action is being taken to mitigate the risks. This enables the Audit & Risk Committee to add relevant items to the College Risk Register. Committees must review their risks at least annually and update the Governance Manager following any changes.
56. Committees should ensure that key risks, mitigating actions and dependencies are recorded in their annual work programme and reported upwards through their Cluster Responsible Officer

Emergency Medicine Advanced Clinical Practitioner's Forum (ACP Forum)

The Emergency Medicine Advanced Clinical Practitioner's Forum (ACP Forum) reports to Council and shall have the following Terms of Reference.

Remit

1. To provide a focus and representation for ACPs and trainee ACP's (tACPs) within the College.
2. To encourage active involvement of all ACP associate members to shape the development of Emergency Medicine as a specialty and improve their own training experience.
3. To provide a structure for ACP associate members to highlight issues specific to ACP's and represent their views on Council and RCEM Committees.
4. Supporting the planning and delivery of the ACP Conference.

Membership

Membership of the ACP Forum shall be limited to those working in Emergency Medicine who are Associate Members (ACP) of the Royal College of Emergency Medicine in good standing.

The composition of the ACP Forum shall ensure national representation of the four nations of the UK, as well as role specific areas in line with the RCEM Clusters including a chair and secretary (acting as deputy in Chair's absence) plus eight other roles listed below:

- ACP Forum Chair
- ACP Forum Secretary
 - (will deputise for Chair and be communications lead)
- ACP Forum National Lead Scotland
- ACP Forum National Lead Wales
- ACP Forum National Lead Northern Ireland
- ACP Forum National Lead England
- ACP Forum Credentialing Committee Rep
- ACP Forum Academic Committee Rep
- ACP Forum AHP Professions Rep
- ACP Forum Events and CPD Rep
- ACP Forum Quality (QIA) Rep
- ACP Forum Quality (Leadership and Service Development)
- Rep ACP Forum Paediatric Rep
- ACP Forum EDI Rep

The Chair Secretary and national leads are elected following a ballot of all Associate Members (ACPs) in good standing. The process is that nominees must be proposed by one other Associate Member (ACP) in good standing. If uncontested, nomination is put before the ACP Forum for approval. If contested, then there is an election, the electorate being Associate Members (ACP) of the Royal College of Emergency Medicine in good standing.

All the other area specific roles will be appointed using a college interview process. The terms of office will be three (3) years.

The following are the key relationships the role holders will have.

- Chair of ACP Sub-Credentialing Committee Ex-officio
- President Ex-officio
- Vice President Membership Ex-officio
- Dean Ex-officio
- Director of Education Ex-officio
- Administrator Ex-officio

All vacancies will be advertised by the College at least two months before the end of the term of office. Applicants for all roles will be required to submit a personal statement outlining their suitability for the role supported by a proposer and seconder.

As above, the Chair, Secretary and National representatives shall be elected following a ballot of Associate Members (ACPs) in good standing within the relevant region, whilst the remaining roles will be elected by interview process.

Responsibilities

1. Ensure the views of Associate Members (ACPs) are communicated to the Royal College of Emergency Medicine and to disseminate information about changes to training or provision from those committees, by actively attending and participating in meetings for which you have responsibility.
2. Ensure good communication is maintained with Associate Members (ACP).
3. Share good practice and ideas for improvement to training and safeguard the educational needs of tACPs as far as possible.
4. Ensure regional representatives update the ACP Forum and relevant committees on national views and opinions.
5. Represent ACP and tACP views by membership of the relevant committees of the Royal College of Emergency Medicine and to ensure two-way communication between ACP Forum members and the Royal College.
6. Provide advice and nominate representative to the Royal College and its committees on invitation.
7. Circulate a summary of points raised after each Royal College committee meeting drawn up by the relevant representatives for review at the next ACP Forum meeting.
8. Provide notes of the meetings of the ACP Forum meeting.
9. Provide regular updates on current issues via the EMJ supplement.

10. Communicate with all representatives before parent committee meetings to ensure all views and concerns are voiced and each representative has a duty to reply.
11. Disseminate information about changes to ACP Credentialing to Associate Members (ACP).
12. Encourage social discourse and shared learning by the organisation of an annual conference open to all ACPs.

Meetings shall be held up to four (4) times per year.

Emergency Medicine Trainees' Association (EMTA)

Approved by RCEM Council: For March 2025 Council

Last Updated: February 2025

Next Review Due: February 2029 (Every other chair cycle)

Terms of Reference

1. Introduction
 - 1.1 Core Purpose and Values
 - 1.2 Alignment with RCEM Strategic Priorities

2. Structure
 - 2.1 EMTA Committees
 - 2.2 Appointment Terms
 - 2.3 EMTA Executive

3. Responsibilities
4. Meetings
5. Quorum and Voting for EMTA Committee
6. RCEM Commitments
7. Recognition
8. Changes to Terms of Reference

Summary of changes from 2020 Terms of Reference (by Claude.ai)

These changes appear to reflect a significant evolution in the organisation's governance and operational structure.

Core Purpose and Values

The new document introduces a clear statement of core purpose and values, which was absent in the 2020 version. This addition emphasises EMTA's focus on improving training quality, parity of delivery, and RDIT wellbeing. The new version also explicitly states anti-discriminatory principles and the importance of role modelling, which represents a more modern approach to organisational governance.

Strategic Alignment

A completely new section on alignment with RCEM Strategic Priorities has been added. This demonstrates a more sophisticated relationship between EMTA and the College, with clear mapping of how EMTA's work supports broader RCEM objectives across sustainable careers, education, clinical standards, research, and organisational development.

Structural Changes

The new document introduces significant structural changes:

- The Executive structure has been expanded with three distinct Vice Chair roles (Policy, Communications, and Training), reflecting a more sophisticated division of responsibilities
- Introduction of specific clusters for different areas of work, making the organisation more systematically organised
- Reduction in the maximum number of specific duties from three to two per RDIT, likely promoting wider participation
- Change in Chair term length from 18 months to 2 years, providing more stability in leadership

Governance Improvements

Several new governance mechanisms have been introduced:

- A formal process for votes of no confidence, requiring simple majority
- More detailed quorum requirements, particularly for policy disagreement scenarios
- Introduction of a Memorandum of Understanding with RCEM for managing disagreements
- Clearer processes for co-chair succession and interim arrangements

Meeting Structure

The new document provides more detailed meeting requirements:

- Specification of meeting lengths (3-4 hours for formal meetings)
- Introduction of Vice Chair Cluster meetings
- Requirement for one in-person meeting including training More structured approach to Executive meetings

Commitments and Recognition

The new version includes enhanced commitments from RCEM and introduces a new section on recognition of committee members' contributions, including:

- Support for professional leave
- Evidence provision for portfolios
- Recognition of time for Education Development Time records

These changes suggest a maturing organisation with more sophisticated governance structures and clearer processes for managing both internal operations and external relationships. The new document appears to better reflect the complex role EMTA plays in representing RDITs while maintaining productive collaboration with R

The UK Emergency Medicine Trainees' Association (EMTA), hereafter referred to as the Association, represents Emergency Medicine RDIT Doctors in Training (RDIT). The term “trainee” and “resident doctor in training” may be used interchangeably. RDIT is the more formal terminology and will be used throughout the rest of this document. All RDIT members of the College are automatically members of the Association upon receiving their national training number and College membership.

1.1 Core Purpose and Values

The Association exists to improve training quality, parity of its delivery and the well-being of RDIT. This is principally achieved by providing a collective, representational voice and focal point for Emergency Medicine RDIT. That voice is to be heard in all matters shaping training and the delivery of Emergency Medicine; recognising that the highest standards in care are achieved through the highest standards in training.

In achieving our objectives, we must:

- a. Actively protect and nurture high-quality training in Emergency Medicine at every step
- b. Provide meaningful and genuine representation through consultation and active listening
- c. Be representative, accountable, credible and transparent in all our activities
- d. Be anti-discriminatory and vigilant for policy which may adversely affect any RDIT groups
- e. Role model and inspire through our behaviour to shape the specialty for current and future generations

1.2 Alignment with RCEM Strategic Priorities

EMTA will develop strategy and RDIT support in line with RCEM's goals outlined in the Corporate plan by:

- a. Promoting Sustainable Careers: Advocating for work-life balance, staff wellbeing and fair training practices. Supporting flexible career paths and protecting the mental and physical health of all staff.
- b. Delivering High-Quality Education: Contributing to examination reforms and curriculum updates. Ensuring training programmes are well-crafted with protected time and resources.
- c. Support Clinical Standard Development: Participating in quality, safety and policy initiatives while safeguarding training quality.
- d. Enhancing Research and Advocacy: Engaging openly and assertively on RDIT interests whilst working constructively with RCEM to improve policy and develop evidence-based approaches.
- e. Organisational Development: Working alongside RCEM to strengthen RDIT support structures whilst maintaining transparent processes and recognising the importance

of diversity in strengthening frontline services. Evolving our structures to better reflect the College can act as a capacity-building mechanism for future RCEM leadership.

Substantive changes to RCEM governance are to be made known by the CEO to the Associate if they believe an earlier review of the Terms of Reference is required in response.

We encourage a review every 4-6 years.

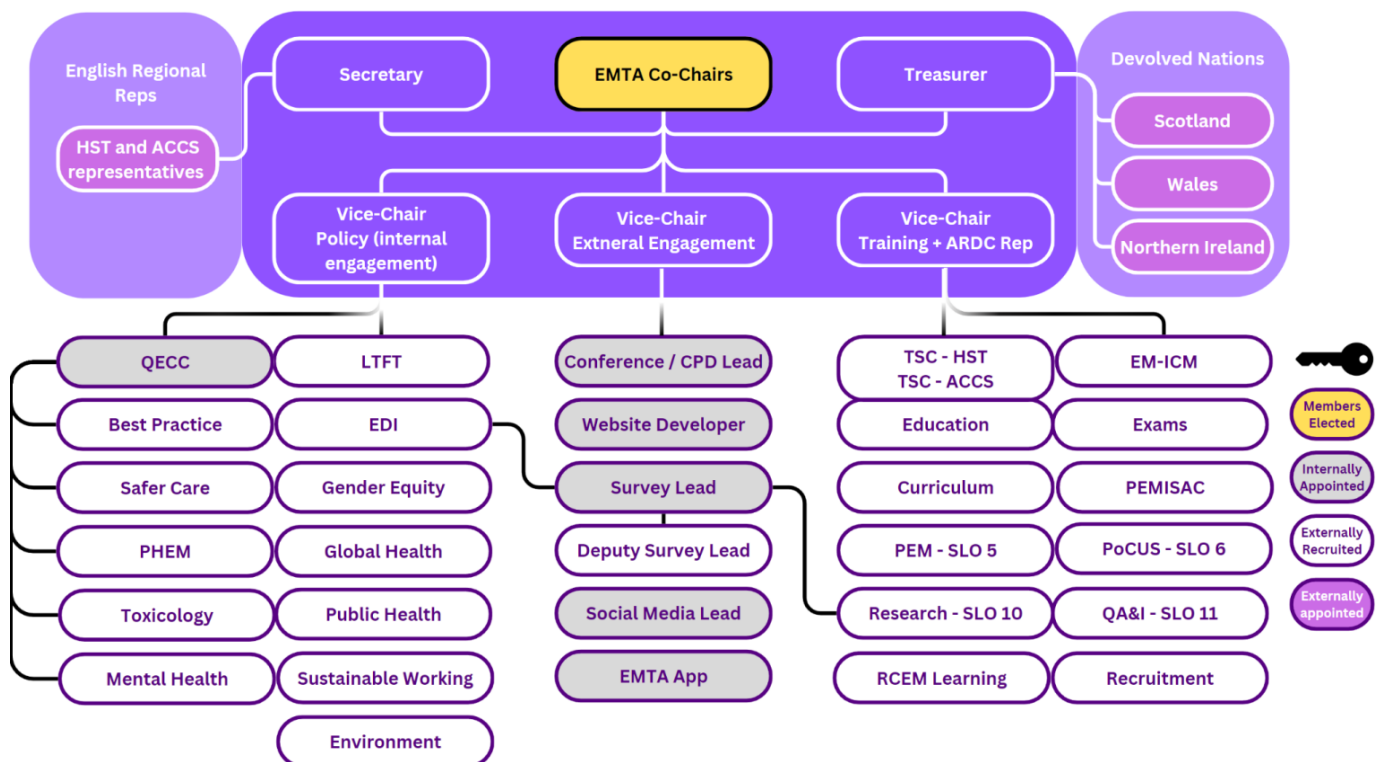
2. Structure

2.1 EMTA Committee

The Committee comprises representatives, known as “EMTA reps”, to College committees. As well as individuals focused on the Association’s strategic functions, engagement offerings and external influence. Committee member roles and responsibilities will be defined in a separate document maintained by the EMTA Committee with joint agreement from the College’s Head of Training.

The below infographic outlines how EMTA reps are clustered. For more details on roles and responsibilities consult the EMTA roles document ([click here](#)).

Figure 1: EMTA Governance Structure.



2.2 Appointments and Terms

- a. Must be current UK Emergency Medicine RDITs with a National Training Number (NIN) or Dean's Reference Number
- b. Must have a minimum of one year before CCT from the role's start date
- c. Maximum of two specific duties per RDIT (excluding deputy roles)

Appointments – At the Chair(s) discretion, they may approach the Nominations and Appointments Committee for assistance.

- d. The EMTA Chair(s) will be elected by the full RDIT Membership following an open application process using single transferable voting. Typically aligned to the EMTA conference timeline.
- e. EMTA Executive positions are appointed by the Committee following the internal election of established EMTA Committee Members.
- f. Typically, executive roles will be appointed out of sync with the year new Chairs are in place to support continuity.
- g. Other appointments will be made by open application and decided by a panel including the Chair(s) and Committee representatives.
- h. Terms are for 2 years with the possibility of one 2-year extension upon mutual agreement. This is shorter than the College's 3 years to increase opportunities for RDIT's whose programmes are 6 years.

Chair(s) may only do a maximum of 2 years. In the event of no replacements, they may continue until a suitable replacement is found with active recruitment runs every 3-6 months.

- i. No member may hold more than 2 specific duties within EMTA unless under exceptional circumstances as agreed by Council. Not including external representative roles.
- j. No one can sit on the EMTA Committee for longer than 10 years of aggregated service.
- k. In the event of a co-chair stepping down, the Committee may appoint an interim if the term was due to end within one year. Typically aligned with the EMTA conference.
- l. If over one year was left in the position, an election should be held.

2.3 EMTA Executive

The Executive have specific portfolios required to coordinate improved advocacy, engagement and contributions. They will work to form relationships across the College key staff to support delivery of RCEM objectives in line with EMTA's purpose. It comprises:

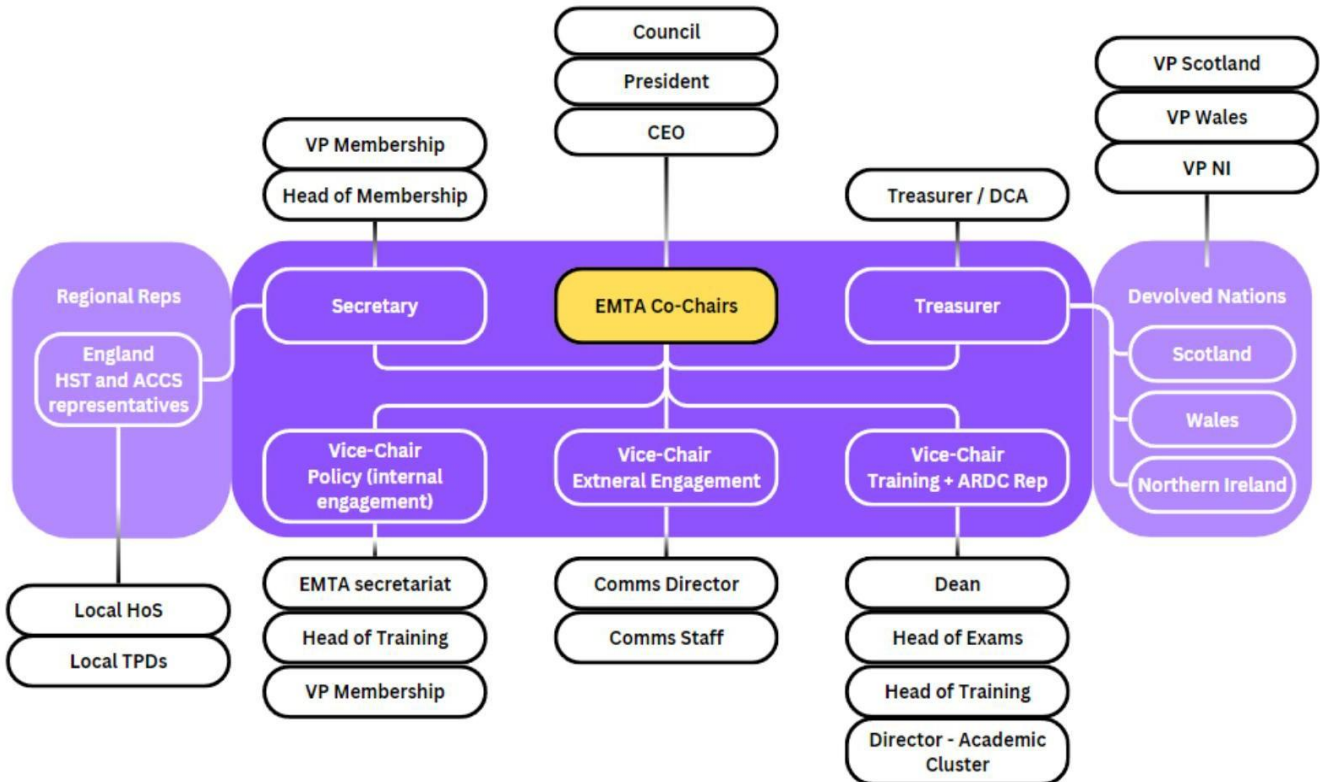
- Chair(s)
- Vice Chair – Policy (internal affairs)
- Vice Chair – Communications (member engagement)
- Vice Chair – Training (external affairs)
- Secretary – Regional Representatives
- Treasurer – Four Nation alignment

EMTA Communication functions and management

- Conference Lead
- Survey Lead
- Regional Representatives Lead
- Website Lead
- Social Media and App Lead

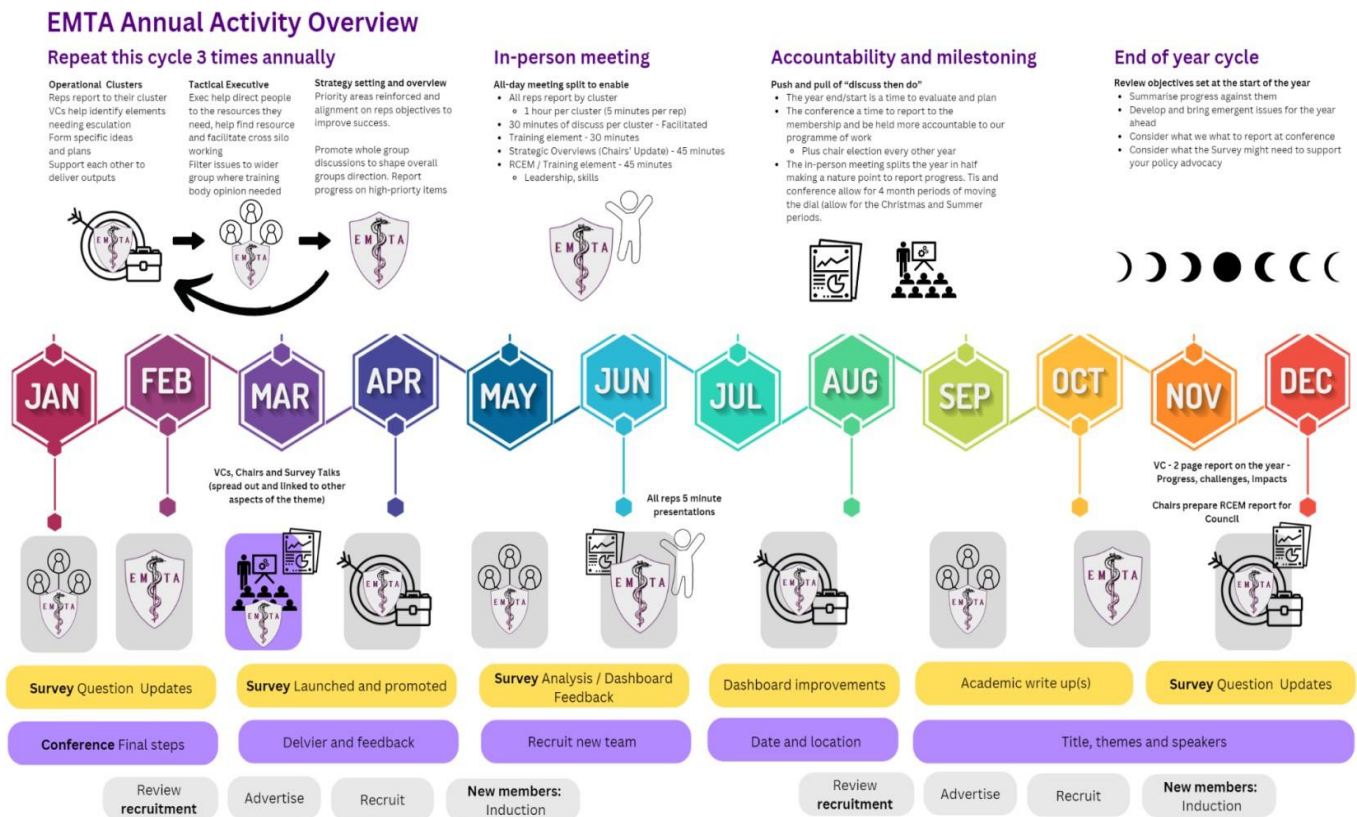
The Executive reports to the Chairs and RCEM Executive/Senior Leadership Team.

Figure 2 – EMTA Executive, regional representative structures and RCEM reports.



3. Responsibilities

Figure 3 – Annualised Overview of EMTA’s core functions



- Members must attend a minimum of 2/3 meetings
- Recording activity will be encouraged and mapping work to impacts to support group legitimacy
- Annualised reports will be made by the Chair(s) to Council, and the Executive Members to the Association.
- The Executive will report to the membership via the conference on matters important to the RDiT’s for greater accountability.
- Clear handover processes between role-holders
- Mechanism for votes of no confidence (requiring simple majority, resulting in immediate resignation if passed)

4. Meetings

4.1 Meeting Frequency

- Minimum of three formal strategic meetings of the entire do committee. For 3-4 hours.
- One meeting must be in-person inclusive of training and be a whole day.
- One EMTA Conference
- Each Vice Chair Cluster is expected to meet a minimum of twice a year, ideally three times, for 60-120 minutes.

4.2 Meeting Functions

- a. Vice Chair Clusters are designed to provide smaller forums for more focused discussion with peers in similar roles. Here topics will be identified for escalation to the broader group or for policy position ratification.
- b. The EMTA executive are to meet to promote cross-silo cooperation and greater collaboration to achieve objectives
- c. The formal strategic meetings of the entire committee aim to agree on group strategy and priority areas. As well as discuss topics escalated or identified as interest to the RDIT membership for a representative voice and position to be formed.

5. Quorum and Voting for EMTA Committee

Most decisions will be reached by consensus agreement. The EMTA Chair(s) will call for a vote by a show of hands or secret ballot at their discretion. A secret ballot may be requested by any member present in the meeting.

The quorum is one-third of the EMTA Committee Members (whether present in the meeting or not), one of the EMTA Chair(s), plus two individuals who hold roles on the EMTA Executive. A minimum of 10 is required. For the policy disagreement communication escalation policy outlined in the memorandum of understanding, this requirement is increased to two-thirds.

In the event of a tie the EMTA Chair(s) has the casting vote which may be used at their discretion.

In the absence of the Chair(s) and where the vote cannot be deferred to another date, a deputy nominated from amongst the Committee members, usually the Secretary or VC for Education, shall act as the Chair(s) for the purposes of voting.

Votes of no confidence: A vote of no confidence may be called with the support of 2 other members of the committee. This vote may be held for anyone in any role. A simple majority is all that is required to pass. Those who are undergoing the vote of no confidence are not included in that ballot. You must hold the confidence of a minimum of half of your peers to continue. If a person does not hold that confidence, they must resign. An explanation of the vote must then be provided to the VP for Membership and CEO.

6. RCEM Commitments

The College commits to:

- a. Provide staff support within resource constraints to facilitate meeting administration Support use of professional leave for EMTA duties
- b. Ensure RDIT representation requests go through EMTA
- c. Regular meetings between EMTA Chair(s), Executives and College leadership
- d. Administrative support for recruitment and governance

In the event of a significant disagreement in policy or action between EMTA and the College we will defer to the Memorandum of Understanding. This will detail how to manage conflict and maintain candour with the membership. Ultimately, the Board of Trustees is the main

arbiter if an agreement cannot be made on how to proceed between the RCEM Executive and Communication Director.

7. Recognition

The Association and College will develop mechanisms to:

- a. Record and recognise committee member activities and impacts
- b. Support professional leave at local level
- c. Provide evidence of contribution for members' portfolios as well as time for Education Development Time records.

8. Changes to Terms of Reference

Modifications must be approved by RCEM Council based on proposals from EMTA Committee and RCEM Executive/Board. Remaining mindful of maintaining the appropriate balance between Association independence to protect our reputation with RDiTs whilst aligning with College objectives and Governance.

Forum for EM Specialty and Specialist Doctors (EMSAS)

EMSAS is constituted under the ordinances. It forms part of the membership cluster, with the Responsible Officer being the Vice President Membership. The committee shall have the following terms of reference.

Remit

- a. To provide a focus for emergency medicine doctors who are not in substantive consultant or training posts in the UK
- b. To encourage active involvement of all doctors in the afore mentioned group to shape the development of Emergency Medicine as a specialty and improve their own educational/training experience
- c. To provide a structure for EMSAS doctors to influence College policy and highlight issues specific to them, and to represent their views on Council and RCEM Committees.

Membership

All emergency medicine doctors who are not in substantive consultant or training posts have previously been considered as members of EMSAS.

The composition of the EMSA Executive shall be:

- Chair: usually also the RCEM Council representative Immediate Past Chair or Vice Chair
- Secretary Treasurer
- Academy of Medical Royal Colleges representative Training Standards Committee representative EMSAS Conference Lead
- One of the College Officers may choose to attend Executive meetings

The EMSAS committee shall include all members of the Executive and any other representatives to RCEM committees or task and finish groups.

Quoracy for the Executive meeting shall be four of the seven EMSAS representatives. Quoracy for the committee shall be four of the seven trainee EMSAS members plus at least three other representatives.

EMSAS shall maintain a Regional Representatives Group, a network of regional representatives across all regional boards, to facilitate awareness of any regional issues. This will also include representatives on the national boards.

Appointments of the role of Vice Chair are made through a process of nomination and selection which is undertaken by the EMSAS Executive. The Executive may appoint two Co-Vice Chairs to jointly fulfil this role. Vice Chair(s) shall be a Speciality doctor, Specialist or associate specialist doctor working in Emergency Medicine who is/are a Member of the Royal College of Emergency Medicine who in the opinion of the Executive Committee can fulfil the role profile and meet the person specification for the role.

The Chair or Co-Chairs shall be a Speciality doctor, Specialist or associate specialist doctor working in Emergency Medicine who is/are a Member of the Royal College of Emergency Medicine and who have sat on the EMSAS committee during the last 3 years. EMSAS Executive may create a Co-Chair role to allow two people to share the Chairing of the

Forum. The appointment of the Chair or Co-Chairs shall be made by ballot of EMSAS members unless there is only one nomination for Chair or two nominations for Co-Chair, in which case the appointment may be confirmed by the EMSAS Executive. In the event of a ballot, this process will be handled by an employee as determined by the CEO of RCEM.

A Vice Chair may temporarily assume the Chair of EMSAS for a maximum of 12 months, in the event that the sitting Chair is temporarily unable to continue with their duties as Chair.

Responsibilities

- a. Ensure the views of EMSAS doctors are represented within the Royal College of Emergency Medicine and to ensure two-way communication between them and the College.
- b. Ensure the views of EMSAS doctors are represented outwards, and to other linked organisations
- c. Provide advice to, and nominate representatives to, the Royal College and its committees upon invitation.
- d. Provide information and support for EMSAS doctors and EMSAS-related issues to members Promote research and academic achievement by emergency medicine
- e. Provide regular contributions to the EMJ supplement to update EMSAS doctors on current issues
- f. Appoint a Conference Lead for the EMSAS Annual Conference, responsible for design and approval of the programme, to liaise with the Events Team Manager who will arrange for the logistical activities to be provided by the Events Team.
- g. In all activity manage reputational risk to the College and seek to ensure that there is alignment with relevant College strategy, policy and action
- h. Manage EMSAS budget within the College standing financial instructions Advise Council on any changes suggested to the TOR of the committee
- i. Keep minutes of Executive, Committee and other meetings which should be circulated to the Vice President Membership, Dean, and CEO. Ensure minutes of outside bodies on which EMSAS is represented (e.g. Academy of Royal Colleges) are circulated to the relevant Responsible Officer.

Meetings

These would normally be held at the EMSAS Spring meeting and during the EMSAS annual conference in order to minimise costs. Additional meetings may be called in exceptional circumstances and the use of teleconference will be considered.

Gender Equity Committee

Remit and Objectives

This Committee will make recommendations to Council in order to develop a College strategy to support women in emergency medicine including covering the following:

- a. Increase awareness about gender issues in medicine.
- b. Access resources to fuel discussion about gender topics.
- c. Foster and facilitate a culture of open communication about gender-specific issues.
- d. Construct solutions to emphasize the positive and mitigate the negative consequences of gender bias.
- e. Develop strategies to promote wellness, career sustainment, and career progression.
- f. Ensuring that the College takes into account the experience of all genders in its activities.
- g. Contributing to the development of College policies.
- h. Contributing to development and delivery of CPD events as requested.
- i. Responding to requests for comments from Council, its Boards and Committees.
- j. Highlighting the work of the College whilst safeguarding the College's reputation.

To fulfil this remit, the Chair will liaise with the Vice-President Membership, President and Chief Executive of the College to determine how best to utilise the skills and experience of the members. This may include involvement in College projects and Committee work on an issue-by-issue basis.

Membership

The Committee membership is as follows:

- A Vice President of the College
- Committee Chair
- Member
- Fellow
- EMTA rep
- EMSAS rep
- ACP Forum rep
- Lay member
- Director of Education
- Membership will also include up to 5 appointed members

Equity, Diversity & Inclusivity Committee

The Committee shall report directly to Council.

Objectives and Remit

To establish a work programme to address EDI issues across the following areas:

For the College

- Foster and facilitate a culture of open honest communication about equality, diversity, and inclusion issues.
- Commit to continuous self-reflection and (un)learning at both individual and institutional level.
- Provide guidance to ensure that College processes are both inclusionary and equitable.
- Encourage diverse representation at all College committees.
- Where appropriate, respond to requests for comments from Council, its Boards, Committees and Members.

For the membership

- Increase awareness of issues surrounding intersectional equity, diversity and representation within the College, the Specialty and wider NHS by collating and sharing staff disparity data.
- Construct and implement solutions to mitigate the negative consequences of conscious and unconscious bias, with the aim of improving the experiences of our members, and consequently, our patients.
- Dismantle and re-design structures, systems and policies that may be upholding inequity within training, curriculum, and examinations.
- Develop and implement evidence-based strategies to promote wellness, career sustainment, and career progression of minoritized staff.

Membership

The EDI Committee will consist of:

- VP membership
- Committee Chair/Co-Chairs
- EMTA rep
- EMSAS rep
- ACP Forum rep
- Member (appointed)
- Fellow (appointed)
- Lay Cmmittee Member
- Membership will also include 4 appointed members
- Chief Executive and Director of Education

Up to four other members appointed or co-opted as required, subject to budget constraints.

Where possible the membership should be as diverse as possible and aim to ensure that there is good regional representation from across the UK.

As its work plan develops the Committee is encouraged to propose to Council that additional working groups on specific relevant projects are established.

Meetings

Meetings may take place on a quarterly basis. If members are unable to attend, they should be encouraged to join the meeting by teleconferencing.

Quorum

The quorum shall be four members, at least one of which should be a Fellow of the College.

Honours Committee

The objective of the Honours Committee is to coordinate matters relating to national and College honours on behalf of the Royal College. The Honours Committee reports to the Council.

Membership

- Membership of this Committee comprises:
- Chair
- UK Fellow(s) up to two who may be self-nominated and/or co-opted Vice President
- Chief Executive
- Administrator (Ex-Officio)

The Administrator is an ex-officio member appointed by the Chief Executive and will attend the meeting to record the minutes. The Administrator will not have any voting rights.

- Co-opted Members

The Committee Chair, acting with the support of the Honours Committee, has the power to co-opt up to two additional members.

Responsibilities and Powers delegated by Council

- i) To establish criteria for the Royal College nomination of worthy individuals for a national honour.
- ii) To receive, identify and forward nominations on behalf of RCEM of persons worthy of a consideration for a national honour.
- iii) To receive, identify and make nominations to Council persons considered worthy of an Honorary Fellowship of the Royal College of Emergency Medicine.
- iv) To make recommendations and issue guidance as the Committee may consider appropriate to Council on the conferment of RCEM medals and other awards.

Meetings

Meetings are held twice a year, and business may also be transacted as the Chair deems appropriate.

Individual Responsibilities

Members of the Honours Committee are expected to maintain the utmost confidentiality and discretion commensurate with their role. They are also expected to be ambassadors for the work of the Royal College, supporting, explaining, and reinforcing RCEM's strategy in promoting those exceptional individuals for national or other honours.