Vice President, General Training/Honorary Secretary

This is one of six Officer roles designed to support the overall functioning and development of the FSRH as well as to play a more specific role overseeing the FSRH education and training output including the Diploma, the Letters of Competence (SDI and IUT), SRH Essentials, the eKA, eSRH and training of trainers.

Working as part of the team of Officers, the Vice-President will contribute to the overall leadership and strategic goals of the FSRH. The Vice-President is, ex officio, a member of Council and a Trustee of the FSRH (under the current governance structure as at February 2017). The role is unpaid, but all reasonable travel/out of pocket expenses will be paid, in accordance with the FSRH expenses policy.

FSRH Vice-President roles are key position between Council and the Committees. The work is delivered by delegation through the committee chairs to committee members and other FSRH members as required. The work of the committees and Vice-Presidents is supported by FSRH staff.

The Vice President, General Training/Honorary Secretary will have the following responsibilities:

1. To work with the President, Officers and the executive staff to ensure that FSRH and its aims are supported and furthered at all times.

2. To support the work of the following FSRH Committees, as an ex-officio member:
   a. General Training Committee - ensuring effective liaison between the Committee, the Officers, Council and the staff including taking forward proposals for the quality improvement and development of education and training products relevant to the work of the General Training Committee.
   b. Education Strategy Board-the Vice President, General Training will co-chair this Board with the Vice President, Specialty.
   c. Any project working groups created to support or develop the work streams relevant to education and training within FSRH that relate to non-specialty training – for example, the Diploma Review Working Group.

3. To be responsible for the following areas of FSRH work:
   a. Overseeing the General Training Programme including ensuring that quality assurance and governance mechanisms are in place and adhered to, reviewing the relevance of the syllabus learning outcomes of each programme, overseeing the exploration and development of new training opportunities, ensuring the General Training Programme is known and used across the UK, bringing recommendations to Officers/Council for new development in General Training to ensure the qualifications remain the ‘national standard’.
   b. Working to ensure that the quality of Faculty trainers is maintained and that adequate numbers are maintained and supported together with General Training Programme Directors (GTPDs) and Regional Training Advisors to deliver the GTP.
FSRH Vice President, General Training/Honorary Secretary – role description

c. To lead on the development and oversight of the FSRH approach to Continuing Professional Development and Re-certification - in conjunction with the Vice President, Membership and Director of Education and Training

4. To be responsible for Human Resources matters in relation to the FSRH staff, such as applications for salary re-appraisal (occasional meetings usually by phone).

Reports to:
President and Council

Main duties:

1. Attend all Council (every 2 months) and Officers meetings (monthly), providing reports in person or if absent
2. Attend all General Training Committee meetings (4 times a year)
3. Attend all Education Strategy Board meetings (3 times a year)
4. Attend annual GTPD meeting (once a year)
5. Work with partner organisations in the UK, opinion formers and politicians to enhance the authority and support for the FSRH
6. Act as a spokesperson for the FSRH, specifically on matters related to the General Training Programme
7. Advise the President, Officers and Council on all matters relating to their areas of responsibility in a timely manner
8. Advise and work with the Director of Education and Training and CEO on taking forward operational matters related to General Training
9. Lead specific projects as required by the President and Council.
10. Conform to FSRH policies and procedures

These duties may change from time to time by agreement.

Key working relationships:

- FSRH President and Officers
- Chief Executive Officer and Director of Education and Training/Deputy CEO
- RCGP
- BASHH
- RCN
- RCOG Vice President, Education
- Committee Chairs
FSRH Vice President, General Training/Honorary Secretary – role description

Commitments:

• The role of FSRH Vice Presidents is demanding and requires significant work at the FSRH in London and regular attendance to FSRH matters. In addition, there may be engagements at the weekends and in the evenings. The role entails a degree of flexibility as the nature of the work may mean a varied schedule of meetings.
• National and overseas travel may occasionally be required.
• The Vice President is required to attend the FSRH Council and the Officers’ Group and attend relevant committees. The Vice President is also required to attend the Annual General Meeting, Fellowship and Membership admission ceremonies and other notable Boards and committees.
• As an ambassador of the FSRH, the Vice President will attend events of partner organisations and will be expected to represent the Faculty at many high-profile meetings.

Terms:

The Vice President shall hold office for three years and will be eligible for re-election for a second term under the current FSRH Articles (to be updated later in 2017). Election takes place at a meeting of Council by a ballot from a list of nominations. Candidates must be paid up Fellows, Members or Diplomates of the FSRH and be in active clinical practice.

The position is not remunerated, although the FSRH will reimburse travel and subsistence expenses incurred on official duties.

Each Officer will have an annual appraisal meeting with the President and Chief Executive at which annual objectives are agreed. Appraisal notes and objectives will be sent annually to the Officer’s employer to be used in clinical appraisal meetings and in job planning.

Skills and attributes:

Given the considerable leadership and corporate responsibilities of these roles, it would be desirable for candidates for election to this role to demonstrate that they are of good standing and have:

• A good understanding of the breadth of the FSRH membership.
• An excellent understanding of Diploma/LoC trainees including an understanding of the needs of primary care and nursing in relation to these qualifications
• A good understanding of the Faculty Training and role of the FRT
• Successfully led multidisciplinary teams, projects or changes
• Excellent communication and negotiation skills
• Up to date knowledge and experience of FSRH activities
• Up to date knowledge and experience of SRH and of the NHS
• The respect of peers and confidence of the profession and specialty

Updated: February 2017.

1 Under the current Articles this Officer has the title of Honorary Secretary, however this is likely to change when and if new Articles are adopted in 2017.