

Role Description

Title	Vice President for Membership (Voluntary Role)
Reporting to	President and FSRH Council
Role overview	<p>The Vice President for Membership is one of six FSRH Officers and is also a member of Council. The role has a specific responsibility to work with the President, other Officers, and Executive Directors to ensure the work of the FSRH is closely aligned to the needs of our 15,000 members. Working as part of this team, the Vice-President for Membership, will contribute to the overall leadership and goals of the FSRH.</p> <p>The role encompasses overseeing the work of (but not chairing) the Events and International Committees.</p> <p>Although this role is unpaid any related travel and subsistence expenses incurred on official duties will be reimbursed according to the FSRH policy in effect at the time.</p>
Responsibilities	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1) To work with the President, Officers and the Executive Directors to ensure that FSRH and its aims are supported and furthered at all times. 2) Ensuring that the FSRH continues and develops its support of members of all categories including primary care, our largest audience. 3) To support the work (but not chair) the following FSRH Committees: <ol style="list-style-type: none"> a. Events Committee b. International Committee 4) Working alongside the Executive Directors, to be responsible for the following areas of FSRH work: <ol style="list-style-type: none"> a. Membership development and communications b. Digital delivery

	<p>c. To horizon scan and ensure that the FSRH responds to key challenges and opportunities in the external environment.</p> <p>d. Other work outside the scope of this role description as agreed with the President and CEO.</p>
<p>Duties</p>	<ul style="list-style-type: none"> ▶ To prepare update reports and attend Council and Officers' meetings. ▶ To attend relevant committee meetings where possible. ▶ To act as a spokesperson for the FSRH, specifically on matters that affect workforce and commissioning. ▶ To advise the President, Officers and Council on all matters relating to their areas of responsibility in a timely manner. ▶ Advise and work collaboratively with the CEO and SMT on taking forward strategic and operational matters related to their area of responsibility ▶ To work with partner organisations in the UK, opinion formers and politicians to enhance the authority and support the influencing goals of the FSRH. ▶ To lead specific projects as agreed with the President, CEO and Council. ▶ To adhere to FSRH policies and procedures. ▶ Approve organisational expenditure in line with financial procedures <p>These duties might change from time to time.</p>
<p>Key relationships/working together</p>	<ul style="list-style-type: none"> ▶ President and Officers ▶ Chief Executive, Directors of; Membership and Marketing, Education and External Affairs ▶ Membership Engagement Team ▶ Education & Training Team ▶ External Affairs Team

	<ul style="list-style-type: none"> ▶ FSRH Committee Chairs ▶ RCOG ▶ RCGP ▶ RCN ▶ BASHH
<p>Time commitment</p>	<p>Prior to COVID-19 most Officer/other meetings were in person. It is expected that there will be a hybrid of meeting formats once social distancing ends.</p> <ul style="list-style-type: none"> ▶ The role is demanding and requires significant work at the FSRH and regular attendance to FSRH matters. In addition, there may be engagements at the weekends and in the evenings. ▶ Current meetings commitments include: <ul style="list-style-type: none"> ▶ Council meetings – 3 times a year, 5 hours, London ▶ Officer meetings – monthly, half-day ▶ Officer catch up tel calls – weekly, 8am on Fridays 45 minutes ▶ Committees (most committees meet at 3 or 4 times a year), 3 hours ▶ National and overseas travel maybe occasionally required. ▶ The Vice President for Membership normally attends the Annual General Meeting ▶ As an ambassador of the FSRH, the Vice President for Workforce will often attend events of partner organisations and will be expected to represent the FSRH at high-profile meetings. These may involve senior members of the UK Government, national and overseas Governments, and senior civil servants and diplomats.
<p>Terms</p>	<ul style="list-style-type: none"> ▶ Terms are three years and are eligible for election to one further term of three years.

	<ul style="list-style-type: none"> ▶ Election will take place by voting Council members by a ballot from a list of nominations. ▶ The position is not remunerated. ▶ Travel and subsistence expenses incurred on official duties is reimbursed according to the FSRH policy in effect at the time. ▶ The Officer will have an annual appraisal meeting with the President at which annual objectives are also agreed. Appraisal notes, and objectives can be sent annually to the Officer's employer to be used in clinical appraisal meetings and in job planning.
<p>Eligibility – criteria</p>	<ul style="list-style-type: none"> ▶ Be a current Diplomate, Fellow or Member of FSRH and in active clinical practice.
<p>Skills and experience required</p>	<p>Given the considerable leadership responsibilities of this role, it would be desirable for candidates for election to this role to demonstrate that they are of good standing and have:</p> <ul style="list-style-type: none"> ▶ A good understanding of the breadth of the FSRH membership ▶ Successfully led multidisciplinary teams, projects or changes ▶ Excellent communication and negotiation skills ▶ An ability to work collaboratively with Executive Directors and win trust and support ▶ Demonstrate an ability to act in accordance with our values and Nolan Principles ▶ Up to date knowledge and experience of FSRH activities ▶ Up to date knowledge and experience of SRH and of the NHS including commissioning ▶ The respect of peers and confidence of the profession and specialty ▶ Ideally experience/an interest in marketing and digital communications

<p>Process/next steps</p>	<p>If you are interested in applying, please send:</p> <ul style="list-style-type: none"> ▶ A short CV (maximum 2 sides) ▶ A cover letter with a personal statement of up to 500 words outlining how you meet the skills and attributes required for the role (this will be shared with Council if there is an election) ▶ A completed application form with two proposers to be sent to Director of Membership, Abby Wright-Parkes, awrightparkes@fsrh.org by 10am on Monday 28 June 2021. <p>Interested candidates are invited to have a no-obligation telephone discussion with the current Vice President for Membership (Dr Helen Munro) before applying. Please contact Helen via vicepresidentmembership@fsrh.org</p> <p>Once the application period has closed, Council will vote in a secret ballot if there is more than one candidate standing.</p> <p>If there is only one candidate and they meet the eligibility criteria, then they are automatically elected. They will take up their role at the 14 October Council 2021 meeting, as Helen will be standing down as this meeting and moving to the Vice President of Clinical Quality role.</p>
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