Role Description – Vice President (Membership)

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<th>Title</th>
<th>Vice President - Membership</th>
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<td>Reporting to</td>
<td>President and FSRH Council</td>
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About the role

This is a voluntary role of Vice President - Membership designed to support a number of activities that lie at the heart of the Faculty of Sexual and Reproductive Healthcare (FSRH) including our membership of 15,000 plus doctors and nurses.

This Vice President is one of six FSRH Officers and an ex officio member of Council. The role has a specific responsibility to work with the President, other Officers and executive staff to ensure that the FSRH provides effective support to members and communicates effectively with the membership and with other stakeholders including consumers.

This work requires a good understanding of the FSRH membership, including those working in primary care, their needs and all aspects of the FSRH work. The role also encompasses other external facing work such as the work of the International Affairs Committee and the website.

Working as part of the team of Officers, the Vice-President - Membership will contribute to the overall leadership and goals of the FSRH.

Role overview

- To work with the President, Officers and the executive staff to ensure that FSRH and its aims are supported.

- To take a strategic lead on the following areas of FSRH work:
  - Supporting Members: To give a steer on the development and communication of the benefits of membership to all categories of members. This Officer plays a key leadership role in ensuring that the website function and other communication channels are effective and relevant to members.
  - Working with the CEO of the FSRH and the RCOG Women’s Network to develop structures to enable the views of consumers, including those who are seldom
Committee work; the Officer will be an ex-officio member of a number of committees. This includes working to ensure these Committees are well supported by Officers and providing an effective route of communication with Officers and Council:

- International Affairs Committee: The International work of the FSRH is still in its infancy. This Officer will take a lead role in supporting the Committee to develop key relationships and develop and work towards clear strategic goals.

- Events Committee: The Officer will advise the committee on the direction of FSRH Events and work with the Events Manager and Director of Membership and Marketing and the Chair(s) of the Events Committee to develop educational meetings to support members meet their CPD requirements and promote the work of the FSRH.

- Website: The website is a key face of the FSRH, both in respect of communication with members and also externally. This Officer will ensure that the website develops in ways that meet the needs of members and other stakeholders.

Responsibilities of the role

- To prepare update reports and attend Council and Officers’ meetings.

- To attend FSRH’s International Affairs Committee where possible.

- To attend FSRH’s Events Committee as required.

- To attend RCOG Global Health Board as the FSRH representative when available.

- 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 act as a spokesperson for the FSRH, specifically on matters that affect the membership.
| Key relationships | • To advise the President, Officers and Council on all matters relating to their areas of responsibility in a timely manner.  
• To lead specific projects as agreed with the President and Council.  
• To adhere to FSRH policies and procedures. |
|---|---|
| Time commitment | • President and Officers  
• Chief Executive and Membership and Marketing Team  
• RCOG Women’s Network Representative on Council  
• RCOG Vice President – Global Health and Membership  
• FSRH Committee Chairs  
• RCOG, RCGP and RCN |
| | • The role 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 majority of FSRH committees are held in London throughout the week.  
• Some of the meetings may be held by teleconference, but there is a need to attend some meetings face to face e.g. Officers meetings and Council. Current meetings commitments include:  
  • Council meetings – 3 times a year, 5 hours, London  
  • Officer meetings – monthly, all-day, mostly London  
  • Officer catch up tel calls – weekly, 8am on Fridays 45 minutes  
  • Events Committee – 3 times a year, 3 hours, London  
  • International Affairs Committee – 4 times a year, 3 hours, London  
• National and overseas travel maybe required.  
• The Vice President - Membership normally attends the Annual General Meeting, Fellowship and Membership admission ceremonies and other notable Boards and committees. |
As an ambassador of the FSRH, the Vice President - Membership will often attend events of partner organisations and will be expected to represent the FSRH at many high-profile meetings. These may involve senior members of the UK Government, national and overseas Governments, and senior civil servants and diplomats.

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<th>Terms</th>
<th>Terms are three years and are eligible for election to one further term of three years.</th>
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<td>Election will take place by voting Council members by a ballot from a list of nominations.</td>
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<td>The position is not remunerated.</td>
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<td>Travel and subsistence expenses incurred on official duties is reimbursed according to the FSRH policy in effect at the time.</td>
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<td>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.</td>
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| Eligibility – criteria | Be a member by qualification (Diplomate, Fellow or Member) of FSRH and in active clinical practice. |

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<th>Skills and experience required</th>
<th>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:</th>
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<td>In depth understanding of the needs of the breadth of FSRH membership</td>
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<td>Successfully led multidisciplinary teams, projects or change</td>
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<td>Excellent communication skills</td>
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<td>Up-to-date knowledge and experience of FSRH activities</td>
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<td>Up-to-date knowledge and experience of the NHS</td>
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| Process/next steps | Respect of peers and confidence of the profession and specialty  
|                   | Ideally experience of communications or marketing  
|                   |  
|                   | Current Fellows/Members/Diplomates (who are still in active clinical service) are encouraged to apply by sending in a short CV and a completed ‘Application form’ with two proposers to be sent to the CEO, Jane Hatfield by 9am on Monday 3 September via chiefexec@fsrh.org.  
|                   | We are particularly keen to hear from those working in primary care (including nurses) and those from BAME backgrounds.  
|                   | Interested candidates are invited to have a no-obligation telephone discussion with the President/or other Officers before applying. Please contact Helen Davies, Executive Assistant to the CEO via execassistant@fsrh.org to arrange this.  
|                   | Once the application period has closed, Council will vote in a secret ballot if there is more than one candidate standing.  
|                   | If there is only one candidate and they meet the eligibility criteria then they are automatically elected.  
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