

Guidance on role description for committee members

The Trainees Committee welcomes applications from interested members who are willing to help with its work. We hope you find the following helpful: -

Compulsory

- **All committee members must attend 60% of committee meetings, and are required to send apologies if not attending.**
- **Committee members are expected to contribute to the organisation of meetings, devising programmes, sourcing speakers and sponsorship as well as publicising the event.**
- **All committee members must be involved with running at least one course per year or help with running an existing course.**
- **We also need members to join the ongoing working groups on publicity, fundraising and membership. This is to develop the Trainees Group as a whole so that it is able to continue and run meetings.**

Role

a. **advisory:** providing a steer on how the committee can carry out its business in ways consistent with the needs of members and the RSM generally.

b. **guardianship:** acting as guardians to ensure that the committee operates in a way that fits with its statement of purpose and within the bounds of its authority.

c. **strategic:** advising on a longer-term direction for the committee so that the officers and staff can effectively deliver agreed policies. The relationship between the Trainees committee and the Council is critical.

Typically, the time the trainee committee members devote to the work is ½ day per month. All prospective applicants must declare any financial interests they have in health or social care organisations.

Useful skills and experience

Prospective candidates with any of the following skills and experience may find the work easier: -

- Knowledge of health and/or social policy
- Experience and ability of dealing with a range of professionals at all levels
- Experience of contributing innovative ideas, creativity and flair to projects
- Knowledge of current health issues, especially those affecting young people
- Political sensitivity
- Experience of active involvement in membership organisations (eg in professional associations)
- Understanding the economic context and opportunities related to delivering programmes of events
- Skills that could be used to contribute to the work (eg financial, legal, planning, management, clinical)
- A sense of humour
- Public speaking and/or building rapport with members
- Leadership and followership skills

This list is not exclusive or exhaustive and is intended to be a guide only.