**RCOT example role – Specialist Section National Executive Committee (NEC)**

NEC role 1: Chair

**Main purpose of the role**

Lead the Specialist Section National Executive Committee (NEC), ensuring that it fulfils its core business and responsibilities in line with our governance. Work collaboratively with the committee, helping them achieve the aims of the Specialist Section. Chair committee meetings and be our key point of contact. We recommend that you get an understanding of our work at RCOT.

**Role and responsibilities:**

* Act as the lead representative for the Specialist Section and uphold its aims, the Terms of Reference and Briefing information for Specialist Sections.
* Chair the Specialist Section National Executive Committee (NEC) and coordinate the work of the NEC.
* Encourage effective communication within the Specialist Section NEC and encourage attendance of committee members at meetings and good management of the Specialist Section.
* Have an overview, encourage, promote, and support the work of the RCOT Specialist Section, Regions, and Clinical forum.
* Uphold the governance and reporting requirements of the RCOT Specialist Section.
* Monitor and support along with the Regional/Clinical Forum Representative the work of subgroups.
* Be our main point of contact and respond to enquiries and requests for information.
* Monitor finances in conjunction with the NEC.
* Promote evidence-based best practice and encourage development of skills and knowledge within the specialism.
* Liaise with our UK Branch Manager and other RCOT staff as necessary to respond to enquiries/information.
* Encourage membership of the Specialist Section and promote its activities.