**Final copy: January 2021**

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|  | **Specialist Section Titles/Roles** | Elected member of NEC: All committee members shall hold a term of office, in any post, for three years, and then can  be re-elected for a further three years.  Each committee person will serve no more than six consecutive years on the National Executive Committee (NEC).  Committee roles are outline 1 to 12 with the understanding some of the tasks sit within other roles and that there will be flexibility with each Specialist Section to determine this.  The core committee members are committee roles 1 to 4  Roles 5 to 12 can be flexible. |
| **Committee member number** | **NEC** | Example role descriptors will be available on the RCOT Branch resources web pages |
| Committee member 1 | **Chair** | **Main Purpose the role**:  The role of the Chair is to lead the Specialist Section National Executive Committee (NEC), ensuring that it fulfils its core business and responsibilities in line with the governance of RCOT. To work collaboratively with the committee, helping them achieve the aims of the Specialist Section. To chair committee meetings and to be the key point of contact for RCOT. It is recommended that the chair have an understanding of the work undertaken by the College. |
| Committee member 2 | **Vice Chair** | **Main Purpose of the role**:  The role of the Vice Chair is to support the Chair and the National Executive Committee (NEC), ensuring that it fulfils its core business and responsibilities in line with the governance of RCOT. The Vice Chair is to take responsibility for NEC in the absence of the chair. To work collaboratively with the committee, helping them achieve the aims of the Specialist Section. |
| Committee member 3 | **Secretary** | **Main Purpose of the role**:  The role of the Secretary is to support the management of the NEC with their communication; to collate and circulate agenda items, record and collate minutes distributing them to the NEC and RCOT. |
| Committee member 4 | **Treasurer** | **Main Purpose of the role**:  To ensure that the Specialist Sections financial affairs are conducted in compliance with the current RCOT Standing Financial Instructions and Financial Guidelines and to act as the primary point of contact regarding financial matters for the Specialist Section. |
| Committee member 5 | **Newsletter Editor** | **Main Purpose of the role**:  The role of the newsletter editor is produce the Specialist Section e-Newsletter with the support from members and the NEC and encourage the writing of news and articles for inclusion in the e-newsletter. |
| Committee member 6 | **Research and Development lead** | **Main Purpose of the role**:  The Research and Development role is responsible for leading and supporting research and development within the Specialist Section and to lead on Research and Development enquiries |
| Committee member 7 | **Social Media Lead/Web Lead/Comms Lead** | This may be the lead rep for all Social Media platforms and webpages or be under a Comms lead role.  **Main Purpose of the role:**  The role is responsible for maintaining the webpages and engaging with social media accounts on behalf of the Specialist Section and to be the first point of contact for members within social media platforms. |
| Committee member 8 | **Events Lead/CPD Lead** | **Main purpose of the role:**  The Events lead/CPD role is to take responsibility to lead, facilitate, support and have an overview on all the Specialist Section Events an CPD offering. To assist the Specialist Section in the execution of events/CPD activities. This may cover a wide range of tasks but having an overview of the RCOT Career Development Framework, to support the facilitation of earning is essential. |
| Committee member 9 | **Clinical Fora Lead/**  **Clinical For a rep** | This may be the lead rep for all Clinical Fora if there are several Clinical Fora within the Specialist Section or an individual Clinical Forum lead. There maybe several Clinical For a leads within the NEC.  **Main Purpose of committee role**:  Clinical Fora are sub-groups of Specialist Sections and provide networking meetings and learning opportunities for members. The Clinical Fora Lead/Clinical Forum lead is to act as a link between the Clinical Forum/Clinical Fora and the NEC providing an overview of activities and member engagement within the clinical for a and to support these activities. |
| Committee member 10 | **Regional Lead/ 4 UK Nations** | This may be the lead rep for all Country reps/ regional reps or this may be a co-opted role depending on the needs of the Specialist Section.  **Main Purpose of committee role**:  The role is act as a link between the NEC and the members within the Specialist Section regions or 4 Nation reps and supporting and coordinating the role and work of the regions and their activities. |
| Committee member 11 | **Committee role 11** | This may be additional committee members for role not identified but required or addition support for an existing NEC role i.e. student rep/membership lead/ business lead/benefits lead/communication and marketing lead  This role to be flexible and based on Specialist Section need. Sections include: conference lead, student member, communications lead; clinical for a lead, member engagement lead |
| Committee member 12 | **Committee role 12** | This may be additional committee members for role not identified but required or addition support for an existing NEC role. This could be used for role i.e. student rep/membership lead/ business lead/benefits lead/communication and marketing lead. This role to be flexible and based on Specialist Section need. Sections include: conference lead, student member, communications lead; clinical for a lead,, member engagement lead. |
| **Co-opted** |  | Up to Six members can be co-opted for a specific piece of work or role for a fixed period or join the NEC part way through the year. For example: member representing the Specialist Section a working group/consultation. Member co-opted for EDI, member co-opted for conference lead. These roles are designed to be flexible and based on Specialist Section need. These roles should be reviewed annually, on a case by case basis. |
|  | **Co-opted 1** | * co-opted for a specific piece of work of role for a fixed period: * could be a country specific role or clinical forum lead |
|  | **Co-opted 2** | * co-opted for a specific piece of work of role for a fixed period * could be a country specific role or clinical forum lead |
|  | **Co-opted 3** | * co-opted for a specific piece of work of role for a fixed period * could be a country specific role or clinical forum lead |
|  | **Co-opted 4** | * co-opted for a specific piece of work of role for a fixed period * could be a country specific role or clinical forum lead |
|  | **Co-opted 5** | * co-opted for a specific piece of work of role for a fixed period * could be a country specific role or clinical forum lead |
|  | **Co-opted 6** | * co-opted for a specific piece of work of role for a fixed period * could be a country specific role or clinical forum lead |