



Royal College of Anaesthetists

## Governance and Committees Officer

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Directorate: Chief Executive Office

Reports to: Head of Executive Office

Grade: 5

### 1.1 Job purpose

To support the Head of Executive Office in providing the effective delivery of governance and assisting in projects to improve governance frameworks.

This role also provides a full range of administrative and project support for the day-to-day delivery of core governance and committee functions, including elections, particularly helping to professionalise and embed processes and policies following a significant governance review.

This will involve building working relationships across the organisation, including Trustees, Council members and the Senior Leadership Team (SLT).

### 1.2 Key tasks and responsibilities

#### Board of Trustees (BoT)

- Provide an end-to-end committee service for the BoT
- Work with the staff lead and BoT Chair in the preparation of agendas and papers; which includes (but is not limited to): ensuring the efficient distribution of papers, organising logistics, attending meetings, drafting minutes for approval by the Chair and managing all general correspondence for the board

#### Governance Working Group

- Provide administrative and project support to the task and finish group that will redraft the College's regulations and consider the governance of the College's boards and committees
- Schedule meetings, coordinate logistics, attend meetings, note actions, liaise with board and committee chairs and redraft terms of reference for consultation and approval

#### College Elections

- Provide project and administrative support to the Head of Executive Office in the organisation and delivery of all College elections; including election to Council, President and Vice President elections and election or recruitment to devolved nation boards

#### Annual General Meeting (AGM)

- Support the Head of Executive Office in the organisation of the AGM, including logistical arrangements, preparation of documentation, communications, distribution to Members, etc.

#### General Governance Support

- Assist the Head of Executive Office in the day-to-day delivery of core governance functions
- Ensure governance and regulatory processes are efficient and effective and documentation is up to date
- Assist with reviews of internal governance procedures and policies, and suggest changes to working practices; ensuring continuous improvement and a high level of service
- Organise the annual Declaration of Interest process for completion by relevant staff and Trustees
- Ensure content is up to date and engaging for the governance section of the website
- Coordinate Trustee appointment arrangements and trustee induction and training
- Maintain, update and liaise with colleagues to ensure an accurate Council and Committee planner

#### Other Duties

- Undertake any other duties that might be reasonably required by the Head of Executive Office or the Chief Executive Officer
- In the absence of team members or during busy periods, to undertake a range of duties within the Executive Office Team

### **1.3 Qualifications, skills, knowledge and experience**

- Proven experience of working in a governance role
- Significant experience of senior board/committee administration, including agenda management and minute taking
- Significant experience of approaching work with a meticulous attention to detail
- Experience of dealing with issues in a diplomatic and confidential manner
- Experience of managing a complex and diverse workload, demonstrating strong planning and organisational skills
- Proven experience of operating with considerable autonomy as well as part of a team, using a flexible and proactive approach
- Good planning skills, with the ability to respond to conflicting pressures and demands with limited support and guidance whilst paying attention to detail
- Ability to identify and organise systems and required resources, whilst prioritising personal time to carry out responsibilities
- Experience of using Microsoft Office, including Teams and SharePoint, and the ability to become familiar with the basics of the College's membership database and website management programme
- Ability to prepare clear and succinct documents (including letters, emails, policies, tables, reports and guidance notes) using Microsoft Outlook, Word, Excel and PowerPoint

#### Desirable:

- Knowledge of public or charitable sector procedures and practices
- Advanced Microsoft Word skills

Signature: .....

Name: .....

Date: .....