

## REPRESENTING THE RCoA: ROLES AND RESPONSIBILITIES

This document provides guidance for individuals who represent the RCoA on external committees, working parties or at specific external meetings. These individuals are commonly referred to as College representatives. Representatives may hold additional roles within the RCoA: this guidance does not relate to those duties.

College representatives are selected by the President, following consultation at the President's meeting. By accepting the role, College representatives agree to the terms laid out below.

1. College representatives' principal duty will be to represent the interests of the College at their appointed committee or group under the RCoA Consultation and Endorsement (COPES) Group – further information [here](#).
2. College representatives are appointed to represent the RCoA's views within a specific context and concerning a specific topic. Their position as a representative for the RCoA is restricted to the issue for which they were selected and for a specified time.
3. College representatives are not permitted to speak to the media on behalf of the RCoA. Any media enquiries should be directed to the RCoA's Communications Team.
4. The initial period of representation for ongoing committees will be three years. This period may be extended by a further three years subject to review by the President. Representatives to time-limited groups will be appointed for the duration of the project.
5. College representatives are required to provide a short, annual update to the RCoA to ensure that the RCoA is aware of progress, delays and issues. Additionally, representatives will immediately advise the RCoA on issues or problems that arise in relation to the following:
  - a. divergence from the RCoA's stated position on the matter(s) at hand including divergence from the published [RCoA curriculum](#);
  - b. maintenance of standards of anaesthesia practice including conflicts with [GPAS](#) recommendations or other RCoA guidance;
  - c. workforce or service delivery implications from the development of the matter(s) at hand;
  - d. observance of the RCoA's role in accordance with its Charter and Ordinances<sup>1</sup>.
6. If RCoA endorsement is to be sought, the College representative will provide the RCoA with a near-final draft at a suitable point in the project. This draft will be circulated to RCoA Council for comment in accordance with the RCoA Endorsement Policy, which can be read [here](#). Endorsement will only be possible if the college representative has conformed to the reporting procedure.
7. College representatives who have questions related to their role should communicate these to the RCoA Business Coordinator for the Clinical Quality and Research Directorate ([copess@rcoa.ac.uk](mailto:copess@rcoa.ac.uk)) at the earliest opportunity. A named member of the Senior Management Team will be identified as the first point of contact for any concerns. Where concerns are related to clinical or politically sensitive matters, College representatives will be invited to discuss these with a named Council colleague, usually a Board Chair or Vice-President.
8. College representatives provide consent for their contact details to be shared with the host organisation.
9. Expenses relating to travelling to/from meetings to attend meetings as a College representative will be paid by the RCoA in accordance with the [RCoA Expenses Policy](#) and the [Expenses Guidance](#).

The President may remove any College representative from the role who fails to adhere to the terms set out above.

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<sup>1</sup> Copies available from the President's office or may be downloaded from the Publications section of the College website.