

# Role Description for Elected Council Members

## 1. Introduction, vacancies and key dates

We are delighted that you are considering standing as a candidate for election to the RCoA Council. Joining Council provides an excellent opportunity to contribute to the College, influence our professional policy and represent your peers at all stages of their working lives.

Before you start your application, it is important that you clearly understand the duties of elected Council members. The role carries significant responsibility, but we hope it is also a very productive and rewarding experience. Please also read the Categories section of at the end of the document before you begin your application, to double check that your membership meets the requirements for the individual roles.

Vacancies in the current Council election are:

- four Consultant vacancies
- one Staff and Associate Specialist (SAS) vacancy

Successful candidates will be admitted to Council at its meeting on 5 March 2025.

## 2. About the Royal College of Anaesthetists

Working with a combined membership of more than 26,000 Fellows and Members, the College and its Faculties are committed to championing our specialties, our members, and the science that underpins their work, for the protection and benefit of the public. With our fellows', members' and patients' interests integral to our work, our [Five Year Commitment 2022–2027](#) reflects our vision for the future of our College and our specialty. This strategy also defines the values that provide a solid, coherent and focused foundation upon which to build our shared future.

Key areas of work include:

- setting standards for recruitment, training and assessment in order to ensure and enhance patient safety
- setting and running examinations as part of the assessment process
- supporting our fellows and members throughout their careers across England, Scotland, Wales and Northern Ireland
- setting high standards of clinical care to ensure the constant improvement of patient care and safety
- working collaboratively, through the National Institute of Academic Anaesthesia's Health Services Research Centre to advance, fund and promote research activity
- acting as the voice of the specialty on behalf of our membership while promoting the sharing of knowledge and best practice
- working closely with the government on crucial policies and with key stakeholders across the UK and overseas to ensure that anaesthesia and anaesthetists continue to play a central role in shaping and delivering the healthcare agenda.

The College is the home of the Faculty of Pain Medicine and is one of the eight parent Colleges of the Faculty of Intensive Care Medicine.

### 3. Equality, diversity and inclusion

The College welcomes and embraces diversity in the specialty of anaesthesia, in its staff group and in the work it delivers on behalf of the membership. We welcome candidates from all backgrounds, ethnicities, cultures, and experiences. The RCoA will ensure that all applicants have their nominations processed fairly and professionally, and all eligible nominations will be dealt with equally without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age. Read more on the [College's EDI work here](#).

### 4. Council

The primary purpose of standing for Council is to serve and actively contribute to the College, its [strategic goals](#), the specialty, and your colleagues.

Council members discharge these responsibilities by using their clinical (and other) knowledge to:

- develop and improve existing plans, proposals, policies and all relevant content
- serve on internal boards, committees, and working groups, offering advice and support, and contributing to project oversight and delivery
- represent the college externally on boards, committees and working groups
- provide leadership, whilst being open and responsive to the view of our members and others.

Council's responsibilities include the leadership or oversight of, and/or contribution to:

- creating and delivering the [College's strategic plan](#) in line with the College's values
- the development and maintenance of [clinical standards and accreditation](#), quality improvement, [patient safety](#) and outcomes and collaborative [research](#)
- setting and maintaining professional standards for [training, education and professional practice](#)
- setting and maintaining the [curriculum](#)
- developing and maintaining national [examinations](#) and assessments, and providing education and professional development activities to enhance practice
- enhancing the culture and reputation of the profession
- managing stakeholder relationships
- providing an ambassador/PR/'Voice of the College' role
- engagement with the [College's Membership](#)
- fulfilling formal and ceremonial matters
- reporting progress and major issues to the Board of Trustees and receiving relevant information from the Board of Trustees
- promoting [equality, diversity and inclusion](#) (EDI), and to reflect regularly on how the work of the Council might support the strategy
- working to promote sustainability in the College and in the profession.

### 5. Governance and decision-making

The [governance](#) of the RCoA as a charity and the overall responsibility of ensuring its [charitable objects](#) are overseen by the Board of Trustees, allowing Council to focus on the professional aspects of the specialty.

The Board of Trustees is made up of up to 12 members, five of whom are elected from among Elected Council Members. Other trustee posts are made up of the College's Officers, its treasurer and three lay trustees.

You can find out more about the [Board of Trustees here](#).

### 6. Other Boards and Committees

There are four main boards which oversee the work of the College:

- Education, Training and Examinations Board
- Clinical Quality and Research Board
- Membership, Media and Development Board
- Finance and Resources Board.

There are also a number of other [committees](#) and task and finish groups.

Members of Council will serve on a variety of boards and committees over their term of office.

Placement will reflect new Council members' skills, experiences and interests, wherever possible. Members of Council may choose to work towards chairing or vice-chairing a committee or board or standing for a Trustee or Officer position over the course of their term of office.

## 7. Council meetings

There are six Council meetings per year, chaired by the President. Meetings ordinarily begin at 9.30am and finish by approximately 1:30pm. Meetings held in Churchill House are followed by lunch.

To improve efficiencies and support our sustainability goals, the College holds two Council meetings per year remotely via MS Teams.

The 2025 meeting dates are:

- Wednesday 5 March
- Wednesday 17 April (virtual, via Microsoft Teams)
- Wednesday 3 July
- Wednesday 11 September
- Wednesday 6 November (virtual, via Microsoft Teams)
- Tuesday 10 December

Council members are expected to attend all meetings of Council or give timely apologies if absence is unavoidable. The meetings of the College's main boards and committees are often scheduled for the same day as Council or the day before.

## 8. Time commitment

The volume of Council, committee, and working group business can be substantial, so it is suggested that you discuss your nomination with your colleagues and employer. When you first join Council, the time commitment can be up to two days a month worked flexibly, in addition to the time spent attending committee meetings and events. This is likely to increase over the time you spend on Council.

The College is committed to keeping a proportion of its committee meetings and events virtual, thereby minimising travelling time for elected Council members and supporting its environmental strategy.

Council members who, on appointment, are serving examiners, or who subsequently become examiners, will be asked to add their examination commitments to those listed above. Regional Advisers Anaesthesia, College Tutors or Heads of Schools normally step down from these positions when they join Council (or soon afterwards) to avoid conflicts of interest.

## 9. Other events

Council members are also asked to commit to attend the following annual events, which will be held in London unless stated otherwise.

- RCoA Strategic Retreat: A Saturday full-day and evening dinner, and a Sunday morning in

London, to be confirmed.

- RCoA and Association of Anaesthetists' Joint Council meeting and drinks reception: 5 April 2025
- Anaesthesia 2025 annual conference: 20-22 May 2025 in Belfast, to include the Annual Dinner on 21 May 2025.
- Ceremony of Diplomates (September 2025, date to be confirmed).
- Council Christmas Dinner: 9 December 2025 (evening).

## 10. Induction and save the date

New Council members will receive an induction pack before they join Council.

From the nomination stage, please hold Wednesday 5 March 2025 in your diary as follows:

- 08.45 to 9.30: gown fitting followed by coffee with the President and the CEO
- 09.30: Council meeting begins
- 13.00 to 14.00: lunch with Council in the café
- 14.00 to 17.00: induction meeting with the President and CEO

New Council members are also assigned a mentor before they take up office, who will be available for support throughout the first year and beyond.

## 11. Annual Review

There will be an annual review with the President or one of the Vice-Presidents offered to Council members. This can contribute to your whole practice appraisal for revalidation.

## 12. Confidentiality and collective responsibility

Members undertake at all times to act fairly and impartially in the interests of the College as a whole. It is important that members of Council recognise that a number of items discussed at Council and other meetings may be confidential or sensitive. In such instances Council members must observe complete confidentiality with respect to these discussions and any papers circulated (except where disclosure has been specifically authorised).

Once decisions have been reached after full and frank discussion, Council members are expected to respect the convention of collective responsibility.

## 13. Competing interests

Elected Council members will inevitably also be members of other formal or informal professional groupings, whether Specialist Societies, clinical subspecialties, journal Editorial Boards, educational meeting organisers, academic units, ethnic groups or geographical areas. As elected Council members their role is not to promote or to advance the interests of such groupings ahead of those of other groups but to act always in the best interests of the College, of the whole specialty and of patients. When elected Council members speak on behalf of such groupings in Council meetings, they should clearly note their potential competing interests.

## 14. Declaration of interests

Council members are expected to complete a declaration of interests form each year and to declare any potential competing interest at the start of committee meetings and to withdraw from the ensuing discussions, if appropriate.

## 15. Expenses

Membership of the Council is not remunerated, but members may reclaim travelling and similar expenses incurred in the course of College business, subject to the RCoA financial regulations.

Council members are asked to book travel early and take into account the duty to manage charity resources responsibly.

## **16. National business**

The College has representation on a considerable number of other organisations, including the Academy of Medical Royal Colleges and the General Medical Council. The President serves on some of these bodies, ex officio, but Council members may also be called upon to represent the College on others.

## **17. Contact**

[elections@rcoa.ac.uk](mailto:elections@rcoa.ac.uk)

## Appendix A - Categories of Council Members and Terms of Office

### Consultant member

There are up to 20 members, who are on the specialist register, elected by the Fellows, Associate Fellows, Members, Associate Members and Trainees, from amongst the Fellows by Examination and the Fellows ad eundem. These positions are renewable. The first term of service on Council is six years and the second term is four years, if you decide to re-stand and are elected.

Those eligible to stand

- Fellow by Examination
- Fellow Ad Eundem
- Must be on the GMC Register
- Must be on the Specialist Register

### Staff and Associate Specialist member (SAS)

There are two SAS members of Council elected by Members and Associate Members. These positions are renewable. The first term of service is six years and the second term is four years, if you decide to re-stand and are elected. Those eligible to stand are Fellows and Members of the College who, on election, are not a consultant nor a trainee.

Those eligible to stand

- Fellow who is not a Consultant or a Trainee
- Member who is not a Consultant or a Trainee
- (Please note that Associate Members are not eligible to stand)
- Must be on the GMC Register

### Anaesthetist in Training member

There are four AiT places on Council. Those eligible to stand are Fellows in Training registered as trainees with the College at the time of taking up their Council seat, and Anaesthetists in Training who are likewise in a registered training scheme at the time of joining Council in March 2025. The term of service is four years for these positions and they are not renewable. The voters are those registered as trainees within the College.

Those eligible to stand

- Anaesthetist in Training
- Fellow in Training
- Registered with the College for training when joining Council in March 2025
- Must be on the GMC Register

### Co-opted Members of Council

There are a number of co-opted Council members, representing:

- Faculty of Pain Medicine
- Faculty of Intensive Care
- Clinical Quality Adviser
- Centre for Perioperative Care
- British Journal of Anaesthesia
- Clinical Directors
- ACSA Committee
- PatientsVoices@RCOA
- Regional Advisers

- Defense Anaesthesia
- FRCA Examinations
- The Association of Anaesthetists
- RCoA Board for Scotland
- RCoA Board for Wales
- RCoA Board for Northern Ireland