



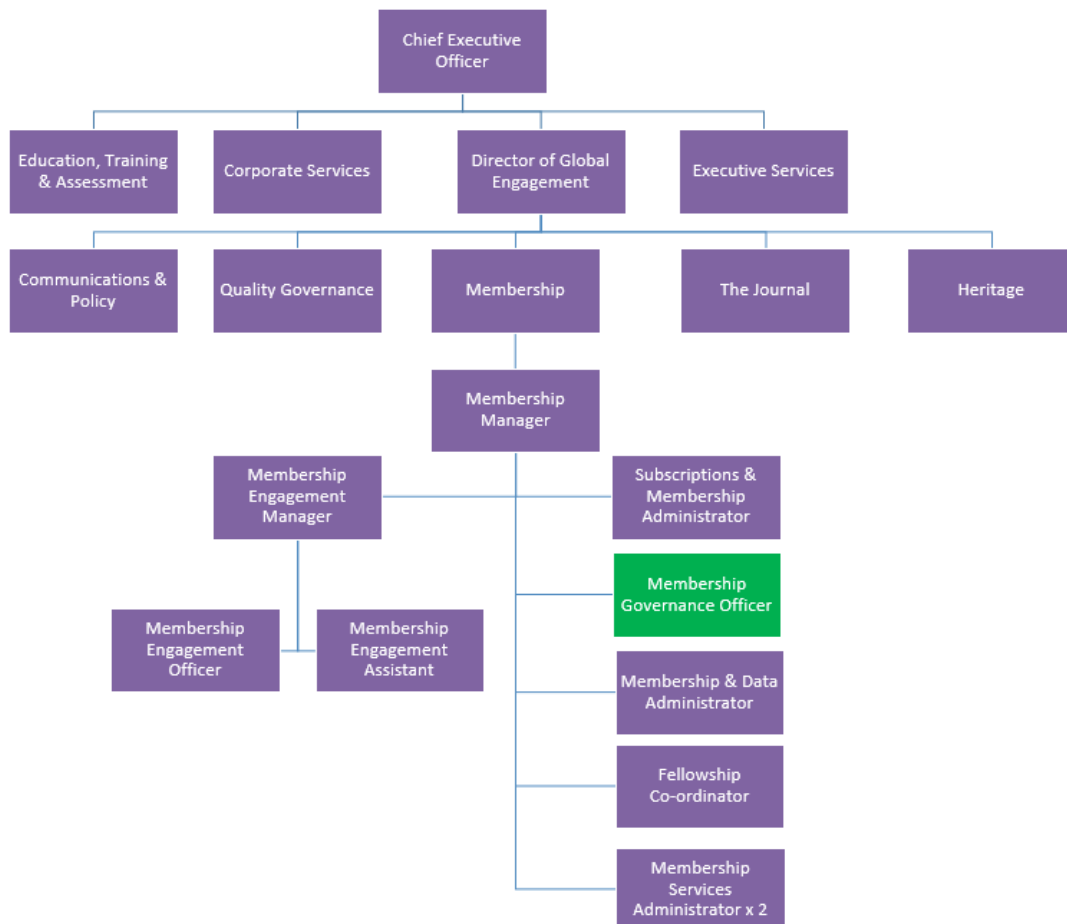
## Job Description

**Job Title:** Membership Governance Officer  
**Location:** Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh  
**Reports to:** Membership Manager  
**Date:** June 2024

### Section 2 – Job Purpose

To co-ordinate matters in relation to the governance of Fellowship and Membership, working with the Membership Manager to ensure that complex changes can be managed and implemented. The post holder implements policy changes agreed by the College relating to Council elections and Fellowship and Membership issues and determines how they can be applied within the College calendar and Laws.

### Section 3 – Organisation Chart



## **Section 4 – Dimensions**

- Membership and Fellowship matters, including assisting the processing of around 400 Fellowship Nominations per year
- Supporting activity connected to the Honorary Secretary's remit
- Providing administrative support for annual UK and International electoral services
- Supporting and attending around 15 meetings per year

## **Section 5 - Main Responsibilities**

### **Elections and appointments**

- Organising the election of multiple roles, including President; Vice Presidents (3); Elected members of Council (16 seats); UK Regional Advisors (18 seats); International Regional Advisors (currently 47 seats), including the co-ordination of all relevant processes, correspondence and advertising to the wider Fellowship.
- Designing processes, interpreting changes to policies and the Laws, navigating changes to the College calendar in order to facilitate elections in a timely manner.
- Where elections are electronic, managing the work of the external elections contractor (currently Civica) in relation to the ballots; supplying candidates' voting information and explanatory notes.
- Managing the complexities of elections such as the overlap of voters in geographical constituencies and non-geographical constituencies
- Ensuring successful/unsuccessful candidates are notified and updating Council of the outcome.
- Advertising 'Fellowship with Distinction' and dealing with nominations for this award.
- Co-ordinate Trainee and Members' Committee and Recently Appointed Consultants Committee elections, HTML drafting, receiving nominations, delivering voting and updating website with changes and conflict of interest and code of conduct collection and monitoring.

### **Council papers and papers on behalf of the Secretary**

- Assisting the Membership Manager to draft policy papers for Council on behalf of the Honorary Secretary as required (often as follow-up to actions agreed by the Fellowship Strategy Group).
- Collating paperwork on Regional Advisors appointments/elections to seek Council approval, and following up those appointments after Council.
- Collating paperwork for Council on disciplinary matters .

### **Fellowship Committee**

- Attending Fellowship Committee meetings (5 per annum).
- Working with the Fellowship Co-ordinator to process nominations at peak times and to ensure that all changes to Fellowship criteria and other policy changes are properly implemented.
- Proofing all papers and minutes for the Fellowship Committee meetings with the Fellowship Co-ordinator to ensure accuracy.
- Drawing up messaging for regular programme of emails/reminders informing Fellows of cut-off dates for nominations and how to nominate

### **Fellowship Strategy Group**

- Attending Fellowship Strategy Group (FSG) meetings (3 per annum) to update the Honorary Secretary and Committee on Fellowship and Membership governance issues as required.
- Drawing up the agenda, minutes and actions of meetings in liaison with the Honorary Secretary.

### **GMC/Disciplinary matters**

- Arranging meetings and drawing up the papers for the Disciplinary Group
- Take forward follow up actions from the Disciplinary Group meetings.

### **Laws and Royal Charter**

- Maintaining the 'master' set of the Laws of the College and Royal Charter.
- Implementing all amendments to the master set of the Laws each time amendments have been approved at College Meetings; ensuring that current set of Laws is always available on the website.
- Assisting Secretary and Clerk with proofing draft changes to the Laws, as required.

### **Tenure of Office Bearers**

- Monitoring the tenure of the Senior Appointed Office Bearers and other Office Bearers (around 45).
- Drafting formal appointment and renewals letters for the Secretary.
- Drawing up paper for first Council meeting following the Annual Meeting on the renewal of Office Bearer posts, flagging forthcoming vacancies and asking Council what actions should be taken; liaison with SMT about their relevant Office Bearer roles and appointments.
- Also responsible for tracking appointments by Regional Advisers of their Link Fellows (currently 53).

### **Symposia Speakers**

- Co-ordinating the system of contacting symposia speakers in liaison with the Education Department staff and the Honorary Secretary; contacting suitable speakers to invite them to submit their CVs for consideration for Fellowship.

### **Membership team activities**

- The post holder is part of a team of around ten staff and will support wider team activities such as events, New Fellows Day, administration and meetings on an ad hoc basis during busy periods

### **Section 6 – Planning and Organising**

- Ensure work is self-directed and at the same time deliver outputs as required by the Membership Manager, Council, relevant Committees and associated Office Bearers.
- Take responsibility for ensuring that all requests are processed in line with the required operational procedures and within agreed timeframes.

### **Section 7 – Decision Making**

- Take operational decisions without recourse to their line manager within agreed limits.

### **Section 8 – Internal and External Relationships**

#### **Internal**

- CEO and SMT
- Membership team and College staff
- Office Bearers
- Fellows and Members
- Regional Advisors/International Regional Advisors

#### **External**

- External elections contractor
- GMC
- Federation of Royal Colleges of Physicians of the UK

## **Section 9 – Person Specification: Knowledge, Experience and Skills Required**

### **Essential**

- Experience of supporting committees/project teams to deliver operational goals.
- Demonstrable experience of working with the governance or legal documents of an organisation, such as charters, laws, terms of reference, memoranda of understanding, articles and deeds.
- Ability to deal with highly sensitive matters and enquiries with tact.
- Experience of maintaining contact with a wide variety of stakeholders through regular communication.
- Ability to build and maintain effective working relationships.
- Strong numeric, administrative and communication skills.
- Exceptional levels of attention to detail, and an ability to respond immediately to changing demands.
- Competent computer skills including Word, Excel, PowerPoint and Outlook, and member databases.

### **Desirable**

- Experience of organising significant governance related activities, such as elections and office bearer appointments.
- A general understanding of the structure, role and importance of Royal Colleges.

## **Section 10 – Job Context and Special Features**

The Membership team is a dynamic division of the Royal College of Physicians of Edinburgh, responsible for driving Membership Engagement activities, and providing Membership Services to both internal and external stakeholders. The department is external facing and committed to supporting the College's vision to be the College of Choice for Physicians and related specialties internationally.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.