



## **ROLE SPECIFICATION FOR COMMITTEE MEMBERS**

### **Responsibilities as Committee Members**

RCSLT Committees are made up of appointed or co-opted RCSLT members and lay members as authorised by individual Committee Terms of Reference. All Committee member appointments are approved by the Board.

Committee members have an important role in directing the activity of the RCSLT, acting within the Terms of Reference of the Committee and any specific delegations from the Board.

Committee members agree to adhere to the Committee Members Code of Conduct including the Statement of Values and Behaviours.

The duties of Committee members are to:

- Provide oversight on, discuss and debate issues within the remit of the Committee Terms of Reference and as set out in the Vision
- Make decisions as appropriate within limits delegated by the Board
- Make recommendations and bring matters to the Board's attention for information, as appropriate
- Review risks that arise in connection with their Committee work and report and monitor in accordance with the RCSLT risk management framework
- Act in a collegiate and collective manner to promote the work of the Committee
- Review the Terms of Reference of the Committee at appropriate intervals
- Act as an ambassador for the RCSLT

### **Declaration of Interests and loyalty**

All Committee members should declare any personal or business interest which may influence, or may be *perceived* to influence, their judgement. Trustees must not, under any circumstances, accept gifts or hospitality where this could be seen as likely to influence the decision of the Board.

## **Commitments**

A Committee member is expected to make the following commitments:

- Attend meetings of the Committee, at frequencies set within the Committee Terms of Reference, which may be in person or virtual as agreed by the Chair of the Committee, and other meetings as necessary
- Make time available to read Committee papers prior to meetings so as to be able to contribute fully to Committee meetings
- Attend meetings with stakeholders where appropriate
- Be available for catch up conversations and urgent decisions where required
- Attend Committee induction and development opportunities as appropriate
- Liaise with other Committee members as appropriate

The time commitment as a Committee Member is estimated to be approximately ½ day per month.

Approved by the Board Mar 2023