



ROLE SPECIFICATION FOR COUNTRY REPRESENTATIVES FOR NORTHERN IRELAND, SCOTLAND, WALES

The responsibilities or duties of the Country Representatives for Northern Ireland, Scotland and Wales cover two areas: those as a Trustee and those specifically designated to the Trustees for the Countries.

Responsibilities as Trustee

The Board of Trustees (the Board) is made up of appointed or co-opted RCSLT members and appointed or co-opted non-members as authorised by the Articles.

Trustees bring an independent judgement to bear on issues of strategy, performance, key appointment and accountability.

Trustees agree to adhere to the Trustee Code of Conduct including the Statement of Values and Behaviours.

The duties of Trustees are to:

- Provide strategic direction for the RCSLT
- Monitor delivery of the Vision and Annual Operating Plan
- Satisfy themselves that qualitative and financial information is accurate and that controls and systems of risk management are robust and defensible
- Ensure that the RCSLT is financially viable
- Ensure that the RCSLT fulfils its legal obligations
- Have a prime role in appointing and where necessary, removing the CEO and in succession planning
- Ensure the Board acts in the best interests of the profession and is fully accountable to the profession
- Act as an ambassador for the RCSLT

Trustees may also have a key role in a committee or may have a specific role on the Board. Separate role descriptions are provided for these roles.

Declaration of Interests

All Board 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.

Responsibilities as Country Representative for Northern Ireland, Scotland, Wales

The Country Representative for Northern Ireland, Scotland or Wales works in close co-operation with other Trustees, the Chief Executive, Heads of Country Office and other staff as appropriate. The specific responsibilities for the Country Representative include:

- To inform and support strategic direction
- To promote member engagement
- To connect with members through networks including the RCSLT Hubs
- To develop a relationship with the Head of Country Office

Commitments

The Country Representative is expected to make the following commitments:

- Attend the RCSLT Hub Forum meetings (at least 3 times a year)
- Chair the Hub forum meeting as required
- Attend meetings of the Board, four times per year, in person or virtually as agreed with the Chair, the AGM, and other meetings as required
- Make time available to read papers prior to meetings so as to be able to contribute fully to meetings
- Attend meetings with stakeholders where appropriate
- Be available for regular catch up conversations and urgent decisions where required
- Liaise with other colleagues also involved in the RCSLT as appropriate

The time commitment as a Country Representative is estimated to be approximately 12 days per year

Approved by the Board Mar 2023