



GENERAL 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.

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 Strategic Plan
- Make decisions as appropriate within limits delegated by the Board
- Make recommendations and bring matters to the Board 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

Skills/Knowledge requirements

Committee members will complete a skills matrix to help determine the overall skills set of the Committee and identify any development requirements. The skills required for particular roles will be set out in specific role specifications.

Declaration of Interests and loyalty

It is a requirement that Committee members should declare any conflict of interest that arises in the course of conducting RCSLT business. The RCSLT will maintain a register of members' interests to avoid any danger of Committee members being influenced, or appearing to be influenced, by their private interests in the exercise of their duties. All Committee members are therefore expected to declare any personal or business interest which may influence, or may be *perceived* to influence, their judgement. This should include, as a minimum, personal direct and indirect financial interests and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct

financial interest, or from being a business partner of, or being employed by, a person with such an interest. In addition, any conflicts of loyalty arising from the membership of or association with similar organisations to the RCSLT must be declared.

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 will usually be in London, 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 telephone conversations and urgent decisions where required.
- Attend Committee induction and development opportunities as appropriate
- Liaise with other Committee members as appropriate.

Approved by the Board October 2018