

## **JOB DESCRIPTION: ELECTED MEMBER OF THE PSYCHIATRIC TRAINEES' COMMITTEE**



Elected members serve for a period of two years and are expected to attend three meetings per year, two of which are held at the College in London and an annual meeting in the UK. Elected members may serve two elected periods of two years. Co-opted members may be selected as required, and serve a maximum of five years. Consistent attendance over two years is essential in order to sustain project work and to enable contributions over time to other College committees and outside bodies. All PTC Members are expected to represent the PTC on at least one other College Committee, which will meet regularly throughout the year.

It is essential that all members, elected or co-opted, are committed to active participation at meetings and to tasks delegated to subgroups or individuals. In general, elected members failing to attend two consecutive PTC meetings with apologies or one meeting without apologies will receive a letter from the chairman seeking affirmation of their commitment to continue as a committee member. Failure to attend a third consecutive meeting will normally result in the reluctant decision to ask the member to stand down, although consideration will be given to exceptional circumstances. If the person next in line at the most recent election missed election by a narrow margin, they may then be invited to assume that committee place until the next election. The vacancy may otherwise be filled by means of co-option until the next election. Those who know they would be able to attend only twice a year or who do not wish to become involved in a wide range of College policy, often between meetings, should not put themselves forward for election.

### **Key Responsibilities**

1. To attend the PTC committee meetings (three per year, including one annual meeting).
2. To represent local trainees at PTC meetings.
3. To undertake active communication with trainees in their area generally but especially in areas of concern, reporting matters of significance to the committee.
4. To represent the PTC on other College committees and at outside organisations.
5. To respond to administrative requests for reports and agenda items for PTC committee meetings, as far in advance of the next meeting as possible, or at least by the stated deadline.
6. To produce reports for the PTC meeting on any work undertaken on behalf of the PTC between the meetings.
7. To respond to new policy or other documentation on behalf of the PTC, sometimes at short notice.
8. To attend or find volunteers to attend career fairs in their local area.
9. To participate actively within working groups and via the PTC's online forum.

### **Person Specification**

1. Ability to work in a team, and/or to lead a small subgroup.
2. Ability to undertake project management.
3. Excellent organisation and communication skills (written and verbal).
4. Ability to call on network of personal contacts for information, opinion and advice.