

Honorary Secretary Application Pack

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Overview

The Honorary Secretary is a Trustee of The Royal College of Ophthalmologists (RCOphth).

The Trustee Board determine the by-laws, which govern the internal affairs of the RCOphth and how we operate as a charity whilst ensuring our finances are managed effectively.

The Honorary Secretary also is a member of the Executive Committee.

The Executive leadership team is responsible for informing both the Trustee Board and Council about development of policy, operational planning and activity and the work the College does with partners.  The Executive team comprises the President, Vice President, Standing Committee Chairs, Honorary Secretary, Honorary Treasurer, Chief Executive and the Senior Management Team.

Find out more about the governance of the RCOphth [here.](https://www.rcophth.ac.uk/about-the-college/governance/)

# Message from the current joint Honorary Secretaries



M**essage from the outgoing joint Honorary Secretary – Melanie Hingorani**

Being Honorary Secretary is my second major leadership position in the RCOphth and I have found it exciting, challenging and rewarding to undertake these College roles. The Honorary Secretary role is focused on the internal College processes, working with the regional reps, and supporting the College to provide the best membership benefits and try to ensure the RCOphth listens to and acts upon members’ views. You also have a seat on the Trustee Board, meaning that you can help to lead and develop strategy for the College, and work quite closely with the CEO of the College as well as the President.

It has been a real passion of mine to try to ensure the College evolves in response to changing needs of members and the seismic shifts in the external environment in which the College is operating. I have been involved in major changes which have been supported by external agencies to bring a fresh and objective benchmarking on how the College governs itself and how it tries to embed the right values which can help to align how clinicians in key College roles and staff can work in true partnership to drive the work.

Out of this we have strengthened governance and a new set of values from our Culture Review. Ensuring that our four new values (Inclusion, Innovation, Improvement, Integrity) are truly embedded and are meaningfully directing our work is a continuing project which the new Honorary Secretary will be crucial to. Other exciting changes during my time, which the new post holder will be able to become involved in and help lead, are a greater focus on Equality, Diversity and Inclusion work, further developments in the Presidential election building on the recent changes (eg introduction of a hustings, a statement of mission / intent etc), and the launch of the new Associate Membership in which non-ophthalmologists including nurses, orthoptists and optometrists, and foundation doctors and medical students, can become RCOphth members. There are more groups potentially who will need a future membership offer to be developed.

Working at this level means meeting and working with many ophthalmologists and multidisciplinary professionals in the College and around the UK. It develops your leadership skills and allows you the opportunity to help many colleagues and to make a real different to the College and those it serves.

It’s an exciting time to take on this role – with a new CEO, new President, new Head of Membership Services, and new leads for EDI, there is a lot of opportunity for fresh new thinking and energy to really take the RCOphth to the next level. The Honorary Secretary will be crucial to this. The role is great and I have really enjoyed it.

M**essage from the outgoing joint Honorary Secretary – Manoj Parulekar**

It has been a real privilege serving as joint Honorary Secretary. I have previously served on several committees and as Congress Programme Secretary, but this position is unique. The Honorary Secretary is a Trustee of the College, and serves on Council and Executive and can contribute to any committee such as Education, Training, Equality and Diversity among others. The Honorary Secretary also chairs the Remuneration Committee to set fair and affordable salaries for the College staff, and Membership Committee dealing with membership issues, and improving member experience. There will be a major expansion in member categories, to which the Honorary Secretary will contribute significantly. The Honorary Secretary is also returning officer for the Presidential elections, to ensure fair process. Interfacing with regional representatives is another important role.

The most rewarding part of the role has been working with the President, Chief Executive and the superb college staff who support us in delivering the role and are a source of wisdom and historical context. Interfacing with the membership is a major perk, and I have learnt how much work is done by the college in this role for its members.

It is a busy role, and having a joint Honorary Secretary (ours was the first joint college officer appointment to share a busy job) made it much easier, and more fun. It gave me someone who I could confer with, and we cross cover for meeting attendance when there were diary clashes.

There will be considerable change at the RCOphth, with the new CEO, new President, new Head of Membership Services, and new leads for EDI. The governance and culture review have refreshed institutional thinking, it will be exciting for the new Honorary Secretary to contribute to the future of the college. I cannot recommend the role enough. I am happy to talk to any interested candidates in greater detail.

Job Description and Person Specification

Post: **Honorary Secretary**

Responsible to: **President (Chair of the Board of Trustees)**

Duration of Appointment: **The Appointment is for 4 years from the next Annual General Meeting and may be extended by two years if there are no eligible applicants for the position.**

Date reviewed: **March 2023**

**Role Background**

The Honorary Secretary is a Trustee of the College. The Trustee Board has a central role in helping to guide the College during a challenging time.

There are up to 15 Trustees permitted under the College’s ordinances comprising a mixture of the following individuals:

* the President, up to two Vice-Presidents, the Secretary and the Treasurer
* the chairpersons for the time being of two of the Standing Committees of the College
* up to two additional members of the Council
* the chairperson for the time being of the Ophthalmologists in Training Group
* up to three Lay Trustees
* additional individuals.

The Trustee Board has the following committees reporting directly to it:

* Council – chaired by the President, Council represents the College’s membership and focusses on clinical matters affecting the profession
* Executive Committee – Chaired by the President and comprising the College Officers, Chairs of all standing committees and Heads of Department, the Executive Committee is responsible for the implementation of the College’s strategic vision at a more operational level. The Executive Committee provides an opportunity for clinical and staff leaders to consider issues of importance or which cut across defined committee or departmental boundaries in detail. It ensures a joined-up approach to College business, policy and strategic decisions, ensuring agreed actions in key or important areas are actioned and completed.
* Remuneration Committee – Chaired by the Honorary Secretary the Remuneration Committee provides oversight of the College’s pay and HR infrastructure

# RESPONSIBILITIES

Please read the Terms of Reference of the Trustee Board, Equality, Diversity and Inclusion and Remuneration Committees and the Membership Working Group.

# Strategic responsibilities

* Act as a Trustee to the College. Charity Commission guidance states that a Trustee is legally required to:
* Act in the Charity’s best interests
* Manage the Charity’s resources responsibly
* Act with reasonable skill and care

Further guidance on a Trustee’s responsibilities can be found here:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

* Contribute to the creation and delivery of the organisation’s strategic plan
* Chair the Remuneration Committee
* Chair the Membership Working Group which has responsiblity for dealing with membership related issues that fall within the remit of the Honorary Secretary and issues concerning the retention and uptake of membership and improving member services. This group is also a platform for sharing membership related work being undertaken under each department’s remit
* Have responsibility for the College’s Byelaws

**Operational responsibilities**

* Act as returning officer for the election of College President and ensure that ballots and appointments committees for regional representatives, and members of committees of the college are properly conducted
* Ensure that the process for Fellowship and Membership by Election is conducted in line with the College’s governance documents, working with one or two Council members to evaluate (currently approximately 10 applications per quarter). Ensure that applications for Affiliate Membership put before Council are valid
* Deal with correspondence, emails and enquiries received by the College from the public, press, members and others, and advise senior staff in conjunction with the communications team.
* Has a role in the RCOphth’s complaints procedure if the complaint involves the CEO
* Has a role in the RCOphth’s grievance procedure if the matter cannot be resolved by staff
* Formally present the Honorary Secretary’s report to the membership at the Annual General Meeting and participate in the annual Admission Ceremony
* Performance manage the Chief Executive

# Key working relationships

* **Internal:** President, Trustees, Standing Committee Chairs, Committee Members, Council Members, Chief Executive, Head of Finance and Operations, Membership and Elections Co-ordinator and other College employees. This is a senior College Officer role and an understanding of College activities is required.

**TIME COMMITMENT**

* The Honorary Secretary can by right attend all meetings of committees and subcommittees. The RCOphth has committed to running at least half of these meetings virtually. In addition to email correspondence and adhoc meetings with College employees and officers, the Honorary Secretary would be expected to attend the following meetings:
	+ Trustee Board (4 x a year)
	+ Council (4 x a year)
	+ Executive Committee (8 x a year)
	+ Remuneration Committee (c2 a year mainly by email/phone)
	+ Annual General Meeting (Congress)
	+ Annual Admissions Ceremony
	+ Equality, Diversity and Inclusion (at least 1x a year)
	+ Membership Working Group (c4 x a year)

In addition, he/she would be encouraged to attend a selection of the Standing Committees (approx. 3 x a year) for:

* Education
* Examinations
* Quality & Standards
* Scientific
* Training

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Essential** | **Desirable** |
| **Eligibility** | * Fellow or Member of the Royal College of Ophthalmologists in good standing
* Licence to Practise
* Demonstrable commitment to a CPD programme
* UK resident
 |  |
| **Experience** | * Prior experience of a significant leadership role
* Experience of chairing committees
* Experience of strategic development of an organisation
 | * Interest in the Governance arrangements of Membership bodies
* Experience as a Charity Trustee
* Experience of performance management
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| **Knowledge** | * Evidence of equal opportunities and diversity training within previous five years
 | * Some experience in medico legal cases
* Broad understanding of HR issues
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| **Communication Skills****and Behaviours** | * Willingness to speak their mind with good written and verbal skills
* Ability to communicate effectively with all stakeholders
* Commitment to inclusion and the RCOphth’s Ways of Working approach
* Ability to work to tight timescales
 |  |
| **Personal Qualities (Attributes)** | * Acts with honesty, integrity and professionalism always
* Willingness to devote the time to a Trustee role
 |  |
| **Other** | * Agreement from NHS Trust to be released to fulfil role
* Occasional requirement to work evenings or weekends or travel within the UK
 |  |

# About The Royal College of Ophthalmologists

We are a membership organisation that promotes with over 4,000 members, primarily registered in the UK and about 25% are oversea members across the globe. In the UK, the NHS hospital eye service manages nearly nine million outpatient appointments a year across all four nations (England, Scotland, Wales and Northern Ireland), and is the highest elective care outpatient service in NHS England.

We provide support and guidance for the design of eye care services and advocate for the highest standards possible in the care of patients in all eye health settings, raising awareness of the role ophthalmology plays in maintaining and preserving eye health and vision for the positive impact on the healthcare system, well-being and economy of the nation.

We encourage the sharing of our standards, guidance educational and training resources with our overseas members and carry out activities like training the trainers events, as well as offer candidates to sit our highly acclaimed examinations.

Ophthalmologists often lead and work with the multidisciplinary team, made up of eye care professionals including nurses, orthoptists, optometrists, technicians and scientists, managers and administrators. We are expanding our membership beyond ophthalmologists to some of these other professions, as we know that the multidisciplinary team, working at the highest possible level of their license, will be crucial to meet the increasing demands for ophthalmic care in the UK.

Alongside our core services of [education](https://www.rcophth.ac.uk/events-courses/rcophth-education/), [training](https://www.rcophth.ac.uk/training/), [examinations](https://www.rcophth.ac.uk/examinations/), [quality and safety standards and clinical guidance](https://www.rcophth.ac.uk/standards-and-guidance/), [policy](https://www.rcophth.ac.uk/our-work/our-policy-priorities/) and additional services, such as [Review Service](https://www.rcophth.ac.uk/standards-and-guidance/quality-safety/review-service/), are fundamental to maintaining and achieving our priorities in our [Strategic Plan](https://www.rcophth.ac.uk/our-work/the-strategy/).

This has been extended to the end of 2023 in recognition of the impact of the COVID-19 pandemic. We will continue to prioritise the four key areas of work:

* Our Purpose – ensuring our charter remains relevant for meeting the needs of modern ophthalmic care
* Workforce – define the workforce and resources needed to deliver safe and sustainable care
* Leading – to continue to promote the highest achievable standards of eye care and speak out if care falls short
* Evolving – to ensure our work is delivered through efficient, flexible and transparent processes

As the voice of the ophthalmic profession in the UK, we collaborate with a wide range of statutory and regulatory organisations to influence national eye health policy. We are a member of the [Academy of Medical Royal Colleges](https://www.aomrc.org.uk) and RCOphth senior representatives undertake high level meetings with leaders in the GMC, the NHS national care system and NHS educational bodies in four nations, and other policy making and regulatory bodies. We work closely with optometric membership organisations, bringing together primary and secondary care to develop and deliver optimum eye care services in NHS hospitals, independent sector providers and the community.

**Everything the RCOphth does is for the benefit of patients, the profession and to preserve and improve the nation’s eye health**

## Priorities and campaigns

The RCOphth campaigns for change that meet our strategic aims, for and on behalf of members and patients. Staff work in partnership with our chairs and committees to advice, recommend and facilitate the development of priority work within resources and funding available to achieve agreed objectives.

Some of these priorities are:

1. **AQPs/Independent Treatment Centres**: impact on the HES, training, conflict of interest
2. **Commissioning**: influencing the commissioning of services in regions, using case studies to highlight best practice
3. **Workforce**: well-being, career attrition, capacity to meet demand, multidisciplinary teams
4. **Hospital space and technology**: developing community hubs, joined-up technology and IT infrastructure
5. **Professional leave**: influence trusts to release consultants for assessing, examining and training of the workforce

## We work across a number of partner organisations in health and government

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**Keep informed**

We have a range of communication channels that keep members informed about the important work we do.

* Eyemail is the regular e-newsletter sent out twice a month and tells you what’s happening in the world of ophthalmology, events, consultations and news. Please make sure you check your spam folder just in case it goes missing and add to your safe sender list! If you do not receive Eyemail, please contact communications@rcophth.ac.uk
* The quarterly member magazine, College News is a great informal read about what is happening in ophthalmology around the UK. Members are encouraged to send in case studies, news about your unit, the people and the work you are carrying out, where your knowledge and experiences can help others, for example in developing a community or hospital service. Contact collegenews@rcophth.ac.uk if you want to submit an article.
* Follow the RCOphth social media channels to find out what is happening on a day to day basis and to have your say

www.rcophth.ac.uk

<https://twitter.com/rcophth>

<https://www.facebook.com/RCOphth/>

<https://www.linkedin.com/company/the-royal-college-of-ophthalmologists/>

**Trustee Board - Terms of Reference** The terms of reference for the Trustee Board, the Executive Committee and Council were revised in April/ May 2020 to ensure consistency. The Board is the primary governance body for the College and its members are the Trustees of the College.

<https://www.rcophth.ac.uk/about-the-college/governance/>

**Equality, Diversity & Inclusion Committee - Terms of Reference**

The Equality, Diversity and Inclusion Committee operates under a delegated authority of the Trustees of the College. We are currently recruiting for a senior consultant as the EDI Lead and a trainee as the EDI Deputy Lead.

<https://www.rcophth.ac.uk/about-the-college/governance/committees-groups/>

**Remuneration Committee - Terms of Reference**

The Remuneration Committee operates under a delegated authority of the Trustees of the College. It has overall responsibility to set remuneration, with associated terms and conditions of employment, for all staff of the organisation in line with pay policy agreed by the Trustee Board.

<https://www.rcophth.ac.uk/about-the-college/governance/committees-groups/>

**Membership working group - Terms of Reference**

The Membership Working Group has responsiblity for dealing with membership related issues that fall within the remit of the Honorary Secretary and issues concerning the retention and uptake of membership and improving membes services. This group is also a platform for sharing membership related work being undertaken under each department’s remit.

<https://www.rcophth.ac.uk/about-the-college/governance/committees-groups/>

# Other important documents…

1. [Strategic plan](https://www.rcophth.ac.uk/2020/01/rcophth-strategic-plan-2020-2022/)
2. [Equality, monitoring and diversity policy/form](https://www.rcophth.ac.uk/about/governance/policies/)
3. [Conflict of interest policy/form](https://www.rcophth.ac.uk/about/governance/policies/)
4. [Media Policy](https://www.rcophth.ac.uk/about/governance/policies/)
5. [Organogram (organisational chart)](https://www.rcophth.ac.uk/wp-content/uploads/2020/10/Organogram-Governance-and-Staff-Structure-SEPT-2020.pdf)