

## Member - Paediatric Subcommittee

### Volunteer opportunity

**Name of position:** Member – Paediatric Subcommittee for Scotland

**Start date:** May 2025

**Term:** Three years (renewable for a further three years)

**Time commitment:** 10 days per year

**Number of vacancies:** 1

**Meetings:** 3 Subcommittee meetings (virtual), correspondence via email in between meetings

**Contact:** Anitta Yoppan, [anitta.yoppan@rcophth.ac.uk](mailto:anitta.yoppan@rcophth.ac.uk)

#### About the position

The Paediatric Subcommittee advises and supports the College and members on all matters related to paediatric ophthalmology and to promote safe high quality paediatric ophthalmology services in the UK. The Subcommittee is inclusive and multidisciplinary with representation from the College of Optometrists, BIOS, RNIB, RCPCH, and the Lay Advisory Group. Key activities include:

- Setting standards and reviewing and updating national guidelines pertaining to paediatric ophthalmology
- Placing the needs and requirements of paediatric ophthalmology at the forefront of the Royal College of Ophthalmologists' strategic objectives for training, quality standards and research and academic excellence
- Contributing to and shaping other agencies such as patient support groups and sharing this with the wider College membership and committees

#### Criteria for position

- Fellow, Member, Affiliate or Associate Eye Care Professional member
- Currently practicing with a specialist interest in paediatric ophthalmology in Scotland

#### Benefits

Join a dynamic, multidisciplinary group of like-minded, fellow professionals and leaders from paediatric ophthalmology, orthoptics, optometry, paediatrics, visual impairment sector, and other national bodies. The role provides a unique opportunity to contribute to a workplan impacting the standards and delivery of paediatric ophthalmology care.

#### How to apply

To apply for this exciting opportunity, please complete the volunteer application form [here](#) or on our website including your CV. Please feel free to email Anitta Yoppan [anitta.yoppan@rcophth.ac.uk](mailto:anitta.yoppan@rcophth.ac.uk) if you have any questions.

Eligible individuals will be asked to attend an online interview with a selection panel.

## Paediatric Subcommittee – Terms of Reference

### 1. Purpose

To promote safe high quality paediatric ophthalmology services in the UK. It is accountable to the Scientific and Research Committee.

### 2. Main Activities

- 2.1 To provide advice to the College and members on all matters related to paediatric ophthalmology by developing or advising on RCOphth guidance and quality standards or advising on external and national guidance related to paediatric ophthalmology services
- 2.2 To support the College in liaising effectively with national and external bodies on matters relating to paediatric ophthalmology
- 2.3 Support and promote the role of the paediatric ophthalmologist in eye care services to providers, external agencies and amongst ophthalmic professionals including those supporting children with learning disability
- 2.4 Promote diversity in all its forms, ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.

### 3. Status of Committee

- 3.1. This Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
- 3.2. The Paediatric Subcommittee reports to the Scientific and Research Committee.

### 4. Membership

- 4.1. The Subcommittee shall consist of a minimum of 9 members and a maximum of 15 members. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
  - Chair
  - Up to 8 members will be drawn from College membership incorporating representation from the devolved nations
  - Member of the Lay Advisory Group
  - Co-opted representatives from:
    - College of Optometrists
    - British and Irish Orthoptics Society
    - Children and Young Persons Network
    - Royal College of Paediatrics and Child Health
    - Royal National Institute of Blind People
    - College Officers may attend any College committee, subcommittee or group.

The Chair shall be responsible for chairing meetings, liaising effectively with Beth Barnes/Anitta Yoppan and ensuring it meets the key progress indicators outlined in the annual workplan.

## **5. Meetings**

- 5.1. Meetings will occur in person, hybrid, virtually, or a combination annually. The majority of work is expected to be undertaken in-between meetings.
- 5.2. Notices of meetings shall be given in writing/email.
- 5.3. Repeated absence of 2 or more missed meetings and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
- 5.4. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.

## **6. Quorum**

All members are expected to attend meetings; however, the quorum is half the members plus one.

## **7. Representation on College Committees**

- 7.1. The Chair shall also attend meetings of the Scientific and Research Committee.
- 7.2. All members shall attend the Group meetings.
- 7.3. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.

## **8. Reporting requirements**

- 8.1. The Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent to the Scientific and Research Committee.
- 8.2. The Subcommittee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
- 8.3. The Subcommittee shall report 1 time per year to the Scientific and Research Committee.
- 8.4. The Subcommittee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

## **9. Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

## **10. Conflicts of Interest**

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

## **11. General**

- 11.1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
- 11.2. The operational management of the Committee/Sub-Committee/Working group, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.
- 11.3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
- 11.4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
- 11.5. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
- 11.6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

## **12. Variation or Termination**

These terms of reference shall be reviewed every 2 years and shall remain in force until varied or revoked by the Board of Trustees.

**Date of publication:** February 2025

**Review date:** January 2027