

Courses and Events Sub-committee Member

Volunteer Opportunity

Name of Position: Member - Courses and Events Subcommittee

Start Date: May 2025

Term: 3 years

Time Commitment: There will be three meetings per year of approximately 2 hours per meeting and an extra hour per meeting for preparation. The role will also involve evaluating Congress and other suggestions for sessions as well as Congress abstracts and posters. Committee members are also expected to chair and develop at least one event during their term. There will also be ad hoc emails during the year.

Number of Vacancies: 5

Meetings: There will be three meetings per year, at least one in person.

Contact: Julie Hodgkinson, Events Manager, Education, Training & Events Department:
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About the Position

As a full member of the Courses and Events Sub-committee, you will provide input from a clinical educational perspective into the development of a cohesive programme of events and courses for the College.

Criteria for Position

- Fellow or Member of the Royal College of Ophthalmologists in good standing;
- Previous experience of delivering events and courses either as a chair of courses, events or conference sessions or part of a selection committee;
- Active involvement in education or training in ophthalmology;
- Broad understanding of the work of the College in educational events;
- Broad knowledge of all specialities or network to assist in identifying potential chairs and speakers for events;
- Willingness to chair selected events and participate in judging of Congress sessions, abstracts and posters;
- Good interpersonal skills in dealing with ophthalmologists, other healthcare workers, managers and College staff.
- Must have support of Clinical Lead

Benefits

This role affords the opportunity to participate in the development of a cohesive programme of events on behalf of the Royal College of Ophthalmologists.

You will be able to provide tangible evidence of your commitment to education and as part of your annual appraisal and revalidation process.

You will be able to include the experience in your CV to enhance your career prospects

How to Apply

To apply for this exciting opportunity, please complete the volunteer application form included on our website. If you have any questions, please contact Julie Hodgkinson, Events Manager, Training & Events Department: julie.Hodgkinson@rcophth.ac.uk.

All eligible individuals will be contacted via email. Eligible individuals will be asked to attend an online interview with a selection panel.

Courses and Events Subcommittee

Terms of Reference – 2025

1. Purpose

To develop and coordinate the provision of Professional Development programmes for the College and its Members and the wider ophthalmic community. The subcommittee is responsible for organising a range of courses, seminars, events and the Annual Congress to meet members' professional development needs. The subcommittee will identify effective ways to deliver the courses and will support practical implementation and delivery. It is also responsible for the judging and selection of Congress sessions submitted via an open call for suggestions. It is accountable to the Education Committee.

2. Main activities

- 2.1 Plan the educational events program for RCOphth and deliver a range of courses and events including the Annual Congress designed to meet members' professional development needs, taking into account feedback from membership, previous delegates and council, and reflecting dynamics in Ophthalmic working practices in the NHS and independent sector.
- 2.2 Monitor the external ophthalmic professional landscape for ensure the College's educational program remains timely, relevant and competitive with other providers.
- 2.3 Support the implementation and delivery of courses by identifying instructors, chairs and speakers, setting learning outcomes and defining content, identifying appropriate delivery mechanisms and developing course materials.

2.4 Ensure that the RCOphth educational program provides a balanced range of CPD activities for members in all career stages and roles and covering both clinical and professional development topics.

3 Status of Committee

The Courses and Events Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.

4 Membership

The Courses and Events Subcommittee shall consist of a minimum of 8 and a maximum of 13 members. Membership terms are set at 3 years (renewable once). Those members shall be:

- Chair of C&E subcommittee
- Chair of Education
- Events manager
- Courses and Seminar Materials Lead (from the Digital Learning subcommittee)
- TTT Faculty Chair
- Representative from Training Committee Chair
- Representative from other Standing Committees as needed
- Additional Committee Members

Committee members should be chosen on the basis of their expertise in either delivering educational content or other relevant based activities. The Chair shall be responsible for chairing meetings, liaising effectively with the Subcommittee manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

5 Meetings

Meetings will occur virtually twice annually. The majority of work is expected to be undertaken in-between meetings.

Notices of meetings shall be given in writing/email.

Repeated absence of 3 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.

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

The Chair shall also attend meetings of the Education Committee.

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

The Courses and Events Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Chair of the Education Committee.

The Courses and Content 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.

The Courses and Content Subcommittee shall report 3 times per year to the Education Committee.

The Education Committee 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 Sub-Committee, and any work arising from it, are the responsibility of College staff; the role of members is to advise, provide a wider perspective and make decisions within their delegated authority.
- 11.3 No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager, the Chief Executive or the Honorary Secretary
- 11.4 No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Sub-Committee 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 Sub-Committee 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 two years and will remain in force until varied or revoked by the Board of Trustees.

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