

Regional Representatives – Volunteer opportunity

Name of position: Regional Representatives

Start date: ASAP

Term: 3 years (option to renew for an additional 3 years)

Number of vacancies: 1 vacancy in each of the following 2 regions: **Northern** and **Wales**

Meetings: 4 Council meetings a year, 2 in person and 2 virtual, attendance at Admissions Ceremony in September, other meetings as required

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About the position

Regional Representatives (RRs) are elected Council members and act as the main channel of communication between regional colleagues and the College. They play an important role in helping shape the College's work and ensuring the voice of their region is reflected in national discussions about ophthalmology.

Regional Representatives should be seen as ambassadors and advocates for the College—supporting members, sharing key regional insights, and helping to highlight issues affecting hospital eye services locally. Through Council and committee participation, RRs contribute to shaping standards, guidance, policy direction and professional activity at a national level.

This is an opportunity to make a meaningful contribution to the profession, build influential relationships, and represent your colleagues while supporting the College's mission to improve eye care.

Criteria for position

To be eligible to stand as a Regional Representative, you must:

- Be a Member, Fellow, Diplomate or Affiliate of the Royal College of Ophthalmologists in good standing
- Be compliant with annual appraisal and have a GMC licence to practise
- Be up to date (within 3 years) with equal opportunities and diversity training
- Have the support of your Clinical Lead / Medical Director
- Be based within the region (RRs must stand down if they move from the area)

Applicants should also demonstrate:

- Broad understanding of the College's work and priorities

- Ability to engage clinicians and consult effectively
- Strong communication skills and confidence representing the College to varied audiences
- Approachability, good interpersonal skills, and the ability to work independently under pressure and deadlines
- Comfort with complex issues and direction-setting
- Good IT skills

Benefits

Serving as a Regional Representative is a unique opportunity to:

- Influence national discussion and direction-setting in ophthalmology through Council
- Represent and advocate for your regional colleagues
- Build relationships with senior leaders and stakeholders across the UK
- Gain deeper insight into the College's work, decision-making and strategic priorities
- Contribute to meaningful improvements in patient care and professional standards

Many Regional Representatives find the role professionally rewarding, offering leadership experience and a strong platform to help shape the future of the specialty.

How to apply

Regional Representatives are elected by their regional colleagues. Nominations must be supported by your Clinical Lead / Medical Director and a proposer and seconder who are eligible College members in the region.

To stand to be a Regional Rep, please complete this form: <https://wkf.ms/4dLIQCb>

Regional Rep

Volunteer Description

There are 19 Royal College of Ophthalmologists Regional Representatives (RR) who are Council members elected by their regional colleagues. Being a Council member enables an ophthalmologist to contribute to the work of the College and to take part in the national debate about ophthalmology. Regional representatives should be seen as ambassadors and advocates for the work of the College and the main channel of communication between regional colleagues and the College.

Appointment and term of office

Elections for Regional Representatives are conducted at least two months in advance of the Annual General Meeting in May.

Nominations are sought from current Fellows, Members, Diplomates and Affiliates of the relevant region. The initial term of office is three years and RRs are eligible for re-appointment for a further three-year term. All nominations must be supported by the applicant's Clinical Lead/Medical Director, a proposer and seconder. Proposer and seconder must themselves be Fellow, Member, Diplomates or Affiliate members of the College. If only one nomination is received, then the applicant is duly elected. If there is more than one applicant for the post, then an election will be held by ballot. Fellows, Members, Diplomates and Affiliates in good standing with their recorded address in the region are entitled to vote in the elections.

Person specification

To be eligible to stand as Regional Representative the candidate must be:

- A Member, Fellow, Diplomate or Affiliate of the Royal College of Ophthalmologists in good standing.
- Compliant with annual appraisal and have a GMC licence to practise.
- Up to date (within 3 years) of training for equal opportunities and diversity.

Please note: Regional Representatives must stand down if they move from the area.

Responsibilities and duties

Council

- Attendance at Council meetings, to participate in the debate and to represent the views of their constituents. Please note: To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.
- Prepare for meetings: Council members are expected to read the meeting papers which are distributed a week before meetings take place. RR should prepare data and insights that contribute to the agenda items.
- Capture feedback either directly or via colleagues from key local policy or decision makers such as clinical commissioning groups, Health Boards, Sustainability & Transformation Plans [STPs], and Local Optical Committee Support Units [LOCSU].
- Share local relationships that may be of value such as trust Chief Executives, Health Board chairs, MPs or peers.

In the region

- Facilitate a sustained dialogue with constituents in collaboration with the College staff.
 - Capture regional members' views and feedback
 - Use the lead up to Council meetings effectively, e.g. contact members before the meetings to build up a picture of regional priorities and concerns.
 - Disseminate information on College business to their constituents, assisted by Summaries of Council minutes which are included in EyeMail.
 - Help to disseminate and encourage use of College communications, guidance and publications.
- Highlight both positive and negative issues that impact on hospital eye services in their region to facilitate the College's regional or national activities.
- To attend regional teaching days to keep the membership informed about

the working of the College.

Supporting the work of the College

- Review submissions of Fellowship and Membership applications to recommend whether they should be approved, or not.
- Approve job descriptions for consultants and other career-grade ophthalmologists within their region.
- Contribute local case studies and initiatives that demonstrate best clinical practice.
- Help to ensure that every Advisory Appointments Committee [AAC] has an assessor by encouraging members in the region to volunteer.
- To encourage members in the region to volunteer as examiners and Portfolio Pathway (formerly known as Certificate of Eligibility for Specialist Registration [CESR]) assessors to ensure that the region is contributing to the work of the College.
- Participate in standing committees as needed
- Attendance at the Admissions Ceremony, usually in September.
- Attendance at the Council Dinner, in March (optional)
- Attend Annual General Meeting (AGM) at College Congress (optional).

Declaration of Interest

Council members are expected to complete a declaration of interest form and to declare any conflict of interest that at the start of committee meetings and to withdraw from the ensuing discussions, if appropriate.

Expenses

Regional representatives are volunteers and not paid for their services. Travel expenses are reimbursed on production of receipts and claims should be submitted within three months of the meeting.

Time commitment

Council meets quarterly, alternating between online and in-person meetings, on a Friday morning. Current time commitment is approximately 8 days a year away from trust along with time spent liaising with members in the area and preparing for Council and other meetings.



The **ROYAL COLLEGE** of
OPHTHALMOLOGISTS

REGIONAL REPRESENTATIVE REQUIREMENTS
Essential
A Member, Fellow, Diplomate or Affiliate of the Royal College of Ophthalmologists in good standing
Candidates should have the following skills, knowledge and personal attributes
Broad understanding of the work of the College
Ability to engage clinicians in work requiring consultation
Ability to represent the RCOphth and present to people of all levels
Ability to liaise with the membership regarding bringing their concerns to the College and informing them about the College work
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines
Good interpersonal skills in dealing with ophthalmologists, other healthcare workers, managers, College staff and patient representatives
Comfortable with dealing with complex issues and direction setting
Good IT skills
ORGANISATIONAL COMMITMENT
Must have support of Clinical Lead/ Medical Director

Role of the Llywydd, Scotland Rep and Northern Ireland Rep

The Llywydd should act in an advisory role to the CIN, the speciality training committee and the head of school in the Wales deanery. They will also hold the RCOphth representation on the Welsh Optometric Committee.

Welsh, Scottish and Northern Ireland representatives attend the Academy of Medical Royal Colleges in Wales meetings, Academy of Scottish Royal Colleges meetings and Academy of Medical Royal Colleges for Northern Ireland meetings respectively.