

Chair of the Examinations Committee

Volunteer opportunity

Name of position: Chair of the Examinations Committee

Start date: July 2026

Term: 3 Years, renewable once for an additional 3 years

Number of vacancies: 1

Time Commitment: 15-20 days per year for meetings

- Standing Committee Chairs are members of the Trustee Board and Council
- Attendance at Examination Committee and subcommittee meetings
- Attendance at College examination days
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies such as the GMC/AoMRC
- The College encourages the use of video and telephone conferencing wherever possible and appropriate.

Contact: Sophie Donovan (sophie.donovan@rcophth.ac.uk)

About the position

The Chair of the Examinations Committee provides strategic and operational leadership for the College's examinations and assessment functions, ensuring all examinations are robust, fair, valid and aligned with GMC standards. The role oversees the development, quality assurance and governance of examinations, supports Senior Examiners and examination subcommittees, and represents the College on national assessment matters. Working closely with College officers, staff and external stakeholders, the postholder contributes to curriculum development, examiner standards, educational policy and the wider strategic objectives of the College.

A further element of the role is to act as a trustee and help ensure that the charity operates in line with our purpose and governing documents. You will play a vital part in ensuring the College continues to deliver on its charitable purpose and operates in line with its [governing documents](#). Working alongside fellow [trustees](#), you will help oversee the delivery of our [strategy](#) and support effective decision-making across the organisation.

Criteria for position

Applicants must be Fellows or Members of the Royal College of Ophthalmologists in good standing and hold a substantive NHS consultant post with a Licence to Practise. Candidates should demonstrate significant experience in ophthalmic education, assessment and examination processes, together with a commitment to equity, diversity and inclusive practice. Applications are welcomed from individuals with a broad range of educational and leadership backgrounds who can demonstrate strong communication, collaborative working and organisational skills. The College particularly welcomes applications from groups currently underrepresented in senior leadership roles.

Benefits

This role offers the opportunity to shape the future of ophthalmic assessment and training at a national level, influencing examination standards, curriculum development and educational policy. The postholder will gain valuable senior leadership and governance experience, work closely with College officers and national bodies, and expand their professional network across medical education and ophthalmology. The role also provides opportunities to develop expertise in assessment, quality assurance and strategic decision-making, while contributing to the professional development of future ophthalmologists.

How to apply

To apply for this exciting opportunity, please complete the volunteer application form (link below) and enclose a copy of your CV. Please also feel free to email Sophie Donovan if you have any questions.

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

Application Link: <https://wkf.ms/4dNCNfv>

Examinations Committee – Terms of Reference

1. Purpose

The purpose of the Examinations Committee is to oversee the operation of all the College's exams. It is responsible for the organising of all examinations and the Examinations Department. In so doing, it seeks to ensure the College is seen as having a leading international qualification in ophthalmology. It is accountable to the Trustee Board.

2. Main Activities

1. To oversee the College exams through scrutiny of the psychometric report, quality assurance reports and results
2. To appoint new examiners ensuring a balanced pool of examiners
3. To guide the running of the exams through relevant policies
4. To maintain the appropriate standards and communication with the GMC
5. To promote diversity in all its forms, analysing differential attainment and taking steps to address this, alongside 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

1. The committee makes decisions in accordance with these terms of reference.
2. The Examinations Committee is a Standing Committee.
3. The following sub committees/working groups report to the Examinations Committee
 - a. CertLRS Duke Elder
 - b. Part 1
 - c. Part 2

4. Membership

1. The Examinations Committee shall consist of a maximum of 15 members. All members will typically serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
 - a. Chair
 - b. Trainee Representative
 - c. SAS Representative
 - d. Lay Member
 - e. Council Member(s)/Regional Representative(s)
 - f. Senior Examiners for each of the College's examinations
2. The Chair shall be responsible for chairing meetings, liaising effectively with the Director of Examinations, and ensuring it meets the key progress indicators outlined in the annual workplan.

5. Meetings

1. Meetings will occur virtually on a bi-annual basis. The majority of work is expected to be undertaken in-between meetings.
2. Notices of meetings shall be given in writing/email.
3. 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.

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

1. The Chair shall also be a Trustee and Council member and attend other meetings as required
2. 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

1. The Committee shall keep minutes of its meetings and a copy of these minutes shall be sent to all the members of the committee and the Trustee Board.
2. The Examinations Committee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
3. The Examinations Committee shall report 2 times per year to the Trustee Board
4. The Trustee Board 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

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 and Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
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 provide direction and leadership and a wider perspective.
3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
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.
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.
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 3years and shall remain in force until varied or revoked by the Board of Trustees.

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