

## Vice President Volunteer Opportunity

**Name of Position:** Vice President

**Start Date:** May 2025

**Term:** 3 years

**Time Commitment:** 4 hours each week, including attendance at meetings, training and work in-between

**Number of Vacancies:** 1

**Meetings:** These are typically organised on a hybrid basis, with attendance expected at the Trustee Board (x4), Council (x4), Executive Committee, Standing and other committees, Annual Congress and our Admissions Ceremony.

- Trustee Board: 27 February (9am – 12noon); 24 April (1-4pm); 24 July (9am - 12noon); 27 November (1-4pm)
- Council: 7 March (9.30am – 12noon); 6 June (9.30am – 12noon); 5 September (9.30am – 12pm); 5 December (9.30am – 12noon)
- Admissions Ceremony: 5 September (1-4pm)

**Contact:** Mariann Peters, [mariann.peters@rcophth.ac.uk](mailto:mariann.peters@rcophth.ac.uk)

### About the position

This key leadership position within the College provides support to the President in particular, deputising from time to time with a range of commitments. It is expected that the VP will lead some of the College's strategies, working closely with other trustees and members of the Senior Management Team (SMT). The role is also to act as a trustee and help ensure that the charity operates in line with our purpose and governing documents. This includes overseeing the delivery of our [strategy](#), alongside the other responsibilities typically expected of trustees as outlined [here](#).

### Criteria for position

We welcome interest in the role from Fellows, Members, Affiliates or Diplomates in good standing, holding a licence to practise and resident in the UK. Candidates should have experience and/or a background in a leadership position. Knowledge and/or previous trustee experience is desirable, although training will be provided to support the successful candidate. As an inclusive organisation, we encourage diversity and equal access to opportunities to take up roles and lead in the work of the College.

### Benefits

By volunteering with the College, you can actively shape the work we do by overseeing our approach and ensuring we comply with what we are set up as a charity to deliver. The role is a key, high-profile leadership position within the College and you will have the opportunity to work with colleagues, staff and external organisations, building your professional network and a detailed understanding of how the College supports members. As part of this, we will also provide you with professional development opportunities to support you in your role.

### How to Apply

To apply for this exciting opportunity, please complete the [volunteer application form](#) including the name and email address of your proposer supporting your application. Please feel free to email Mariann Peters [mariann.peters@rcophth.ac.uk](mailto:mariann.peters@rcophth.ac.uk) if you have any questions. All eligible individuals will be contacted via email and an appointment panel will shortlist candidates for interview.

## **TRUSTEE BOARD - TERMS OF REFERENCE**

The Board is the primary governance body for the College and its members are the Trustees of the College.

### **Purpose / aim**

The Trustee Board has overall responsibility for the governance, strategy, vision, and purpose of the College. It is to:

- Establish and keep under review a framework of delegation including:
  - Day to day management to the Chief Executive and senior staff
  - Such powers as it thinks fit to Council and other committees
- Establish and keep under review a framework for risk management and systems of control

Act to provide an appeal panel of last resort for disciplinary and grievance matters not resolved by staff and College Officers

### **Function**

#### *Governance, strategy and planning*

1. Ensure compliance with the objects of the College as laid down in its Charter
2. Ensure compliance with all regulatory requirements including charity and corporate law, taxation regulations, data protection etc.
3. Establish a strategic plan, after consultation with Council to assess and agree clinical priorities in line with the College's objects
4. Approve a business plan to implement the strategic plan
5. To review the College's risk register, and to ensure that effective procedures are in place to minimise or mitigate risks.
6. To ensure that the College has effective mechanisms for the appointment and accountability of Committee members and external representatives.

7. To ensure the satisfactory delivery of external contracts.

#### *Finance*

The Board has an overarching responsibility to ensure good governance for the finances of the College, in particular to:

1. Maintain of proper books and records
2. Maintain the financial policies and procedures. To be advised of, consider and approve or otherwise any changes to the prime financial or management policies, control systems, and authority levels of the College.
3. Approve the annual budget
4. Approve subscription fees for consideration at the appropriate Annual General Meeting
5. Monitor the College's performance in relation to key strategic, operational and financial matters
6. Approve the annual Trustees' Report and Financial Statements
7. Maintain investment and reserves policies as appropriate for the College's resources and levels of income.
8. Oversee the appointment of auditors, investment managers and other professional advisors

#### *Workforce*

The Board is the employer of College staff, the day to day management of staff is the responsibility of the Chief Executive. The Board has an overarching responsibility to:

1. Review policies relating to human resource management, including issues of pay, terms and conditions of service, recruitment, grading, grievance, suspension and dismissal procedures.
2. Conduct appeals from staff as set out in the relevant procedures
3. Ensure compliance with policies and legislation relating to pension arrangements for staff and income tax payable.
4. Recruit the Chief Executive, appraise his/her performance management on issues relating to the Board's remit and, if necessary, follow due process to dismiss him or her.

### **Composition**

The Trustee Board shall comprise:

- The President
- The Vice President, Policy and Communications
- The Honorary Secretary
- The Honorary Treasurer
- The Chair of the Ophthalmologists in Training Group
- Three Lay Trustees
- Two Chairs of Standing Committees
- Two Council Members

The procedures regarding the appointment of Trustees are set out in the Ordinances and Bye Laws.

All medical trustees are **ex officio** and serve on the board whilst they hold office. Lay Trustees are appointed to a term of office of up to four years.

### **Chairmanship**

The President will chair the Trustee Board. In the absence of the Chair, the Board may be chaired by another Trustee.

### **Process**

The Trustee Board shall meet at least four times a year; participation may be via teleconference or audio video. It is not permissible to send deputies or representatives. The content of meetings will be minuted by a member of the College staff and minutes circulated aiming to reach attendees within 2 weeks.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

### **Conflicts of interest**

Trustees are expected to have completed a declaration form. Trustees should withdraw from any discussions where there might be a conflict, if appropriate.

### **Quorum**

The quorum shall be one more than one half of the total number of Trustees who are serving from time to time the majority of whom must be medical practitioners.

### **Voting**

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be determined by a simple majority of votes cast at a meeting with each trustee having one vote. In case of an equality of votes, the Chairman of the meeting shall have a casting vote.

### **General**

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

A closed Trustee-only meeting will be held directly after all meetings.

Trusteeship shall be terminated if there is repeated non-attendance at meetings.

No Trustee may be paid or accept payment in cash or kind for work undertaken on behalf of the College. Expenses may be claimed in line with the College's expense policy.

The Trustee Board shall abide by the Charter, Ordinances and Bye-laws of the College.