

SAS Subcommittee – Member

Volunteer opportunity

Name of position: SAS Subcommittee Member

Start date: May 2025

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

Time commitment: 10 days per year

Number of vacancies: 5

Meetings: All our subcommittee meetings will remain as virtual and often run on Friday afternoon slots.

- We represent SAS/ LED Doctors on the following committees: *Academy or Medical Royal College (SAS Chair, External), Executive (SAS Chair), College Council (SAS Chair), Training (OLT, portfolio pathway, trainees), Education (Vacancy), Examinations, Research, Membership Group, Appointments Committee, Global/international medical graduates (vacancy)*
- 3 Sub-committee meetings (virtual)
- 2-3 meetings per year representing the SAS on other RCOphth Committees
- Correspondence via email in between meetings

Contact: Anitta.yoppan@rcophth.ac.uk

About the position

The SAS Committee encompasses SAS (Specialty, Specialists, Associate Specialists) and locally employed 'Trust' doctors. We represent SAS ophthalmologists on a wide range of leading committees as mentioned above.

SAS doctors are the backbone of the NHS providing stability for their patients in a department, especially during the Covid Pandemic. We encourage SAS to be assertive in how they lead, train and teach others based on their experience.

The SAS Group is an integral to the work of the College and has an influential voice on all major College Committees to represent SAS ophthalmologists' opinions to the College.

Criteria for position

- Fellow, Member or Affiliate member ophthalmologist with up-to-date membership.
- Currently practising as a SAS doctor or LED (Trust) Doctor
- We welcome applications from members from all regions but currently have no representation/require replacement representatives from the following regions:
 - Wales
 - Yorkshire
 - Scotland
 - Mersey
 - East Midlands
 - Oxford
 - Peninsula
 - West Midlands
 - Wessex
- Interest in developing education activities/resources to represent SAS doctors on the Education Committee (one post)

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Benefits

This role enables our SAS members to gain essential management and leadership skills, influence guideline recommendations, expand our professional networks and grow in our careers successfully. It also helps us gain the confidence needed at local Trust level to encourage leaders, managers and colleagues in providing a healthy and aspirational working environment.

It is exciting to be involved with RCOphth work with the ever-changing NHS, and it is essential we are represented throughout our college on the committees highlighted above. We look forward to new colleagues to grow our team.

How to apply

To apply for this exciting opportunity, please complete the volunteer application form [here](#) or on our website along with your CV. Please also feel free to email saschair@rcophth.ac.uk, SAS Chair, or Anitta.yoppan@rcophth.ac.uk if you have any questions.

All eligible individuals will be emailed with confirmation of receipt of application, and we will assess this virtually. At present an online interview will not be required but if we have any questions, we shall contact you via email.

Specialty, Specialist, Associate Specialist and Trust Doctors (SAS) Committee – Terms of Reference

1. Purpose

The purpose of the SAS Committee is to ensure that key issues relevant to this group of doctors is reflected, represented and promoted across the College's wider work. It is accountable to Council.

2. Main Activities

- 2.1 Support dissemination of College information to SAS doctors
- 2.2 Consider policy issues and ensure that College positions are reflective of the views on SAS doctors
- 2.3 Provide representatives to other College committees and sub-committees
- 2.4 Review and inform guidance relevant to SAS clinical practice and standards
- 2.5 Support and encourage the professional development and education of SAS doctors, including the provision of an annual SAS educational event, alongside other opportunities
- 2.6 Encourage SAS College membership, and involvement in College and regional and national activities which promote or enhance ophthalmology.
- 2.7 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. The SAS Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
- 3.2. The SAS Committee is a subcommittee.

4. Membership

- 4.1. The SAS Committee shall consist of a minimum of 10 members and a maximum of 20 members. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:

- 4.1.1. Chair – 4 years
- 4.1.2. Vice Chair of the SAS committee
- 4.1.3. SAS representatives from each Deanery
- 4.1.4. Vice President
- 4.1.5. College CEO
- 4.1.6. Other members will be drawn from college membership based on the demonstration of skills of knowledge that would be of value to the functioning of the group

The Chair shall be responsible for chairing meetings, liaising effectively with SAS Sub-Committee manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

Meetings

- 4.2. Meetings will occur virtually three times annually. The majority of work is expected to be undertaken in-between meetings.
- 4.3. Notices of meetings shall be given in writing/email.
- 4.4. 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.
- 4.5. 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.

5. Quorum

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

6. Representation on College Committees

- 6.1. The Chair shall also attend meetings of Council and the Trustee Board
- 6.2. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
- 6.3. Members are also represented on other committees, including: Quality, Audit and Standards, Education, Professional Development, Exams, and the Membership Working group

7. Reporting requirements

- 7.1. The SAS Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to Council.
- 7.2. The SAS 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.
- 7.3. The SAS Subcommittee shall report 2 times per year to Council.
- 7.4. Council may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

8. 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.

9. 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.

10. General

- 10.1. 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.
- 10.2. 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.

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- 10.3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
- 10.4. 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.
- 10.5. 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.
- 10.6. 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.

11. 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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Review date: January 2027