

Chair – Workforce Committee

Volunteer opportunity

Name of position: Chair – Workforce Committee

Start date: May 2025

Term: 3 years

Time commitment: 3 x 2-hour workforce committee meetings each year, alongside 4 x 3-hour annual Council meetings, with most work expected to undertaken in-between

Number of vacancies: 1

Meetings: 3 workforce committee meetings (virtual) each year, with 2025/6 dates tbc

Council: 6 June, 9:30am – 12noon (virtual), 5 September, 9:30am – noon (in person), 5 December, 9:30am – 12noon (virtual)

Contact: Jordan Marshall (Jordan.marshall@rcophth.ac.uk)

About the position

The purpose of this new committee is to determine the demand and supply of eye care, the composition of workforces needed and eye workforce issues in the UK. This includes through robust, evidence-based expertise and analysis to influence others through the publication of College documents and responses to external consultations.

The Chair plays a crucial role in leading and providing strategic direction for the Workforce Committee, ensuring effective collaboration and valuing each member's contributions to advance the group's work. The Chair also attends the quarterly College Council meetings to report on the group's progress against the delivery of its annual workplan.

Criteria for position

- Fellow or Member of the Royal College of Ophthalmologists in good standing
- UK resident
- Prior experience of a leadership role
- Active involvement and/or knowledge and experience in workforce issues in ophthalmology
- Understanding of the College's work and position on the current/future challenges facing the workforce
- Ability to represent the RCOphth and influence external stakeholders
- Ability to prepare written reports and present effectively at meetings
- Sound interpersonal skills in working with ophthalmologists, College staff and patient representatives

Benefits

By volunteering with the College, you can actively shape the work we do in advocating for a workforce that is sufficient to meet the increasing demands and challenges within the specialty. You will have the opportunity to work with colleagues, staff and external organisations, building your professional network and 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 [here](#) or on our website. Please feel free to email Jordan Marshall (Jordan.marshall@rcophth.ac.uk) if you have any questions.

Applications will be reviewed by the Trustees, Council representatives and College staff, with an online interview to follow for those shortlisted.

Workforce Committee – Terms of Reference

1. Purpose

The Workforce Committee is responsible for determining the demand and supply of eye care, the composition of workforces needed and eye workforce issues in the UK. It is accountable to Council.

2. Main responsibilities

- 2.1 Help inform the College's position to eye workforce consultations and inquiries
- 2.2 Provide robust, evidence-informed expertise and analysis on current eye workforce issues across the four nations
- 2.3 Provide a forum for members to exchange best practice in the design, development, and delivery of eye workforce policy
- 2.4 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
- 2.5 Produce other information and resources as required.

3. Status of Committee.

- 3.1 The Workforce Committee is not authorised to make decisions other than in accordance with these Terms of Reference.
- 3.2 The Workforce Committee is a committee of Council.

4. Membership

The Workforce Committee shall consist of a maximum of 21 members. All members serve 3 year terms, with a further 3 years subject to confirmation. Those members shall be:

- Chair
- 16 x subspecialty representatives
- OTG representative
- 3 x lay representatives

Other members may be co-opted subject to need. The Chair shall be responsible for chairing meetings, liaising effectively with the staff team, and ensuring it meets the key progress indicators outlined in the annual workplan.

5 Meetings

- a. Meetings will occur virtually 3 times per year. The majority of work is expected to be undertaken in-between meetings.
- b. Notices of meetings shall be given in writing/email.
- c. 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.
- d. 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

7.1 The Chair shall also attend meetings of Council

7.2 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

8.1 The Workforce Committee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to Council.

8.2 The Workforce 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.

8.3 The Workforce Committee shall report 4 times per year to Council.

8.4 Council 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

- a. 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.
- b. 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.
- c. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
- d. 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.
- e. 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.
- f. 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 two years and will remain in force until varied or revoked by the Board of Trustees.

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