

# CHAIR

## Role description & person specification

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the Wessex Psychiatric Trainees Committee (WPTC) functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The Chair's tasks include:

### 1. Ensure the WPTC functions properly.

- To plan and run meetings in accordance to the Terms of Reference.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the WPTC.
- To plan for the running of the annual election.

### 2. Ensure the WPTC is managed effectively.

- To liaise with the Head of School, as appropriate, to keep an overview of training issues.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. organising the Trainees Day) are met.
- To facilitate change and address conflict within the WPTC.

### 3. Provide support and supervision to WPTC members.

- To directly line manage the members within the WPTC
- To check that committee members have carried out action(s) agreed.

### 4. Represent the organisation.

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the WPTC.

### Preferable qualities and skills:

- Commitment.
- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of committee members.
- Experience of organisational and people management.

### Time Commitment:

The role of Chair may require some use of the Trainee's Special Interest time as agreed with the Trainee's Educational Supervisor.

# **VICE-CHAIR**

## **Role description & person specification**

### **Vice Chair's tasks include:**

- Carrying out the Chair's duties in his or her absence, with the acknowledgement of the committee as being capable and suitable to do so
- Providing support and assistance to the Chair in carrying out his or her responsibilities, acting as a 'critical friend'
- Taking on specific responsibilities from the Chair, such as the plan and running of meetings
- Being open to approaches, where appropriate, from other committee members about the work or judgement of the chair. The Vice-Chair will then discuss any issues arising with the Chair.
- Taking on specific roles of the Secretary in a mutual agreement between the Chair, Vice-Chair and Secretary.

### **Preferable qualities and skills:**

- Commitment.
- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of committee members.
- Experience of organisational and people management.

### **Time Commitment:**

The role of Vice-Chair requires an estimated commitment of 5 hours a month as agreed with the Trainee's Educational Supervisor.

# SECRETARY

## Role description & person specification

The role of the Secretary is to support the Chair and Vice-chair in ensuring the smooth functioning of the organisation.

The Secretary's tasks include:

1. Ensure responsible administration.
  - To prepare agendas in consultation with the Chair and/or Vice-chair
  - To circulate agendas and any supporting papers in good time.
  - To receive agenda items from other committee members.
  - To minute meetings and circulate the draft minutes to all committee members. This can be delegated to other committee members at each meeting.
  - To ensure that the Chair signs the minutes once they have been approved.
  - To ensure reports of any special events such as the Trainees' Day are completed. Report writing is usually done by the chairperson of the organising committee of a particular event.
  - To ensure up-to-date records of committee membership are kept.
  - To keep a record of all documentations within the organisation.
  
2. Make arrangements for meetings.
  - To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc). This task can be delegated to other committee members at each meeting.

### Preferable qualities and skills:

- Commitment.
- Organisational ability.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair and Vice-chair
- Good time-keeping.

### Time Commitment Required

The role of Secretary requires an estimated commitment of 6 hours a month as agreed with the Trainee's Educational Supervisor.