



**RCEM**  
Royal College  
of Emergency  
Medicine

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## **Regional Board Chair**

We have some exciting opportunities for our members to get involved in important College work. Participating in College committees is an important aspect of advancing the speciality of Emergency Medicine. This document is designed to provide more information about the Regional Chair role and answer any questions you may have about College committee roles.

### **Duties:**

- Act as a local point of contact for advice to Fellows and Members on issues relating to the objectives of the College, including professional standards, clinical standards, research, education and CPD, training and other professional matters.
- Gather information about service and educational issues concerning Emergency Medicine in the region to inform the Council and Officers, as well as to provide a mechanism for the flow of information, ideas, and documents from the College to Fellows and Members.
- Provide an appropriate point of contact for local national health bodies and to give advice on local issues.
- Serve as a contact point for local media, concerning Emergency Medicine issues.
- Provide a focus for the pastoral care and support of Fellows and Members and represent the College at key times (for example, during illness or bereavement, or when there is noted achievement by a Fellow or Member or by an Emergency Department team).
- Report to the President.

**NB:** Because of the small numbers of Fellows and Members of RCEM involved, no separate Regional Board is appropriate for the Isle of Man or the Channel Islands, where health services are provided by the island governments. All categories of Fellows and Members of RCEM who work on the islands will have access to the English Regional Board serving the area where communication to and from the island is most straightforward. For the Isle of Man this will be the North West Region, for the Channel Islands, the South West Region.

**Appointment:** By election from Fellows working (or resident if retired) in the Region advertised.

**Place of Work:** During the pandemic, most meetings and communications are taking place virtually, so most work can be done remotely. When in-person meetings do take place, they are organised to precede or follow other regional meetings, to reduce travel costs.

**Hours of Work:** It is estimated that this post will take at least 1 day per month annualised. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

**Remuneration and Expenses:** The post is honorary and advertised as a developmental opportunity. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.



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## **Frequently Asked Questions**

### **Are Regional Chair roles only for those who have been closely involved with the College before?**

No, certainly not. Our Regional Chair roles are open to all Fellows working in a substantive consultant role, not just those who have worked in Emergency Medicine for years!

We are always keen to help those who have not previously had a role with us to get involved. We have many Committees advising and working on all aspects of the specialty and our educational services.

The way we recruit is to spell out the skills we envisage will be needed for a particular Committee role and seek applications from those who have those skills.

### **So, should I apply even if I have not been involved in the College before?**

Absolutely! We are very keen to encourage those who have not been involved in the College to apply; if you have the skills and the passion, please do apply.

We can provide induction into College processes and governance to support those who are not familiar with committees in the medical Royal College sector.

### **Who can apply to the Regional Chair positions?**

For the Regional Chair roles, we welcome applications from College Fellows working in a substantive consultant role in the region advertised, who are in good standing with the College. We encourage all fellows who fit these criteria to apply, regardless of how experienced you are or how long you have been a fellow for.

If you are not a fellow but are interested in becoming involved in regional activities, then please apply to become a part of your region's committee – we highly encourage applications from all membership categories for these roles as we want to ensure a diversity of opinions and experiences.

### **I have the passion and the skills but not enough experience, should I still apply?**

Yes! You might think that you do not have the experience, but if you are working in the field of Emergency Medicine, you probably do! Look at the skills required in the advert for the role and think about how you can translate what you do at work (and outside of work) to apply to the person specification. Aside from clinical skills, Emergency Medicine requires a depth of interpersonal skills: management, communication, influencing skills for example. Emphasise the skills you have, and think about soft skills such as communication, leadership, and team working.

If you think you do not have the experience, make sure this is true, and not just a perception. Think about what you currently do and try to draw links between the experience you need and the experience you have. These do not need to be exactly the same, but your experiences should be relevant.



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### **How should I go about writing my application?**

To apply to be a Regional Chair, we usually ask for a written statement. This statement is an opportunity for you to explain why you are suitable for and interested in the role. It allows you to emphasise your passion, skills, and experience.

Before you write your application, you should study the role profile in detail. Pay particular attention to the member specification aspect of the profile and ensure your application addresses the points outlined. Try to back up your points with evidence where possible.

### **I am really interested in getting involved in the Regional Board, but I am not sure about the time commitment.**

Regional committees usually meet 4 times a year and members will be encouraged to join meetings through teleconference. College staff are currently working remotely, and we will utilise video conferencing and other media to reduce the need for travel. We expect that duties will be primarily conducted from your normal place of work or from the comfort of your own home.

We want these to be productive, working committees so we do expect the Regional Chair to take ownership of workstreams, as agreed by the committee.

### **Will my expenses be covered if the committee decides to meet in person?**

It is highly unlikely that there will be regular face-to-face committee meetings in 2021, however if the committee decides to meet once it is safe to do so then travel expenses will be covered as per our Expenses Policy. The RCEM staff member responsible for committee recruitment can provide more information.

### **Can I ask my Trust to support me with time off?**

Given the pressures the system is experiencing, we do understand that our Members and Fellows are needed for frontline services. However, there is often support provided to allow some recognition for College work, particularly as it can be developmental. In the past, the Chief Medical Officers have written to Trusts about this and if you need help in how to approach your Trust for help, please let us know.

**Do you have any questions that have not been covered? Get in touch with us! We would be very happy to talk to you.**