



Academy of Medical Royal Colleges Wales

Election for Position of AMRCW Vice - Chair

Election Process 2017 | Terms Revised 2015

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About the Academy of Medical Royal Colleges Wales

- ❑ The Academy of Medical Royal Colleges Wales brings together the voices of its member colleges and Faculties for overarching generic issues around healthcare.
- ❑ The Academy's role is to promote, facilitate and at times, coordinate the work of the Medical Royal Colleges and their Faculties for the benefit of patients and healthcare.
- ❑ For more information contact Ollie John, Operational Manager on 07759 169 268 or oliver.john@aomrc.org.uk

Election Process

Current Process

Members will be contacted about the forthcoming Vice - Chair election and asked whether they would be interested in nominating themselves for the position. Members are asked to express an interest with the Operations Manager. Elections will take place online prior to AMRCW council meeting and results announced at council on December 8th 2017.

Role Profiles

It was agreed in 2012 that there was a need for information to be provided to members about the officer roles and what was likely to be expected of them. All officers are expected to serve a maximum of three years.

The officer structure will be as follows:

☐ Chair	Paul Myres (RCGP)	Term until Dec 2018
☐ 2 x Vice - Chair	Martin Rolles (RCR) Sue Hill (RCS)	Term until Dec 2018 Position up for Election
☐ Treasurer	Abrie Theron (RCoA)	Term until June 2020

Role profiles have been attached for the Chair and Vice - Chair (Annex 1). This will allow members to gain a better understanding of what each role entails and the likely time commitments.

Nomination statements

As is common practice for committee elections, members wishing to stand for an officer position will be asked to complete a nomination form (Annex 2). Members will be able to self nominate and will be asked to write a statement limited to no more than 200 words.

Following the deadline for nominations, statements of nominees will be made available electronically to committee members prior to the election.

Election process

Elections will take place online prior to the AMRCW Council meeting. This will allow any members, unable to attend the meeting the opportunity to vote. The election results will be announced at Council on 8th December 2017.

Term for the Vice - Chair will commence December 2017.

Timetable for 2015 Elections

Action	Deadline
Role profiles sent out along with nomination form	20/10/17
Deadline for nominations	11/11/17
Online voting/ ballot papers made available for members	13/11/17
Online voting closes	01/12/17
Election result for Vice - Chair announced at AMRCW Council on 8/12/2017	08/12/17

AMRCW Officer | Role Profiles

The purpose of this document is to outline the role of the AMRCW committee Chair and Vice - Chair for those who are considering standing for election as AMRCW Vice - Chair.

AMRCW Chairman

This role profile identifies responsibilities specific to the role of the Committee Chairman and identifies the keys skills required.

Role and Responsibilities

- To chair and manage the business of the committee in accordance with its Memorandum of Agreement
- To lead the work of the committee and ensure it carries out its business effectively and efficiently within its terms of reference
- To chair meetings of the committee impartially and in such a way as to facilitate open discussion from all members and to approve draft minutes
- To demonstrate fair and open decision-making by, or on behalf of, the committee
- To liaise with officers on the content of the agenda
- To act as spokesperson for the committee and liaise with external organisations and Welsh Government on matters that fall within the remit of the committee
- To work with officers and members to ensure that committee members develop the necessary skills to contribute effectively to the work of the committee and to work with officers to provide training, if appropriate
- To monitor the outcome of committee decisions and follow up action points
- To represent the views of the AMRCW to external bodies and at meetings, conferences and other occasions
- To lead on the development of a formal Academy in Wales
- To lead on the setting of overall strategy and priorities and helping the committee to maintain focus
- Communicating and building relationships with key stakeholders, with the aim of increasing the influence of the AMRCW and identifying new opportunities for the committee
- Work closely with the AMRCW Operations Manager in directing the work of the AMRCW and ensuring common understanding and direction of travel.

Key Skills and Knowledge

- Good leadership skills
- Advanced chairing skills, including the ability to manage conflict and promote consensus
- Advanced listening and questioning skills
- Good presentation and public speaking skills
- Good communication skills
- Good media skills
- Ability to build effective relationships within and outside the committee
- Ability to plan and prioritise the business of the committee
- Knowledge of ongoing regional and national developments and their implications for the working of the committee
- Drive, energy and perseverance

Time commitment

The time commitment required will include:

- Chairing all AMRCW meetings (held quarterly)
- Weekly update meetings with the Operations Manager
- Bi-Monthly teleconference update meetings with Exec committee
- Attending a number of meetings of external committees
- Conferences and other representation activity
- Working meetings
- Meetings with key partners and stakeholders

The post will not be remunerated but reasonable expenses will be paid.

Period of office

The Chair is expected to serve a maximum term of three years with annual elections taking place.

Current Chair Commitments

Meeting	Frequency
Academy of Medical Royal Colleges (Wales)	Four meetings a year
UK Academy of Medical Royal Colleges (AoMRC)	Six one-day meetings with sometimes evening pre-meetings on the day before, requiring an overnight stay.

WJMCC Welsh Joint Consultants Committee	Two days per year (JCCWS SJMCC)
Welsh Medical Committee	Four half-day meetings per year
Wales Concordat	Quarterly
National Clinical Forum (NCF)	Monthly meetings
GMC	Biannual meetings
HIW Advisory Board	Quarterly meetings

Note: It may be possible for some meetings to be shared with Vice - Chair(s), following discussion. This schedule is subject to change, with the cessation of some working groups.

AMRCW Vice-Chair

Role and Responsibilities

- To support the Chair in taking forward the work of the committee and ensuring that it carries out its business effectively and efficiently within its terms of reference
- To deputise for the Chair when necessary
- To monitor the outcome of committee decisions and follow up action points
- To represent the AMRCW to external bodies and at meetings, conferences and other occasions as agreed with the Chair
- To support the Chair in developing a formal Academy in Wales
- Communicating and building relationships with key stakeholders, with the aim of increasing the influence of the AMRCW and identifying new opportunities for the committee.

Key Skills and Knowledge

- Good leadership skills
- Good communication skills
- Ability to build effective relationships within and outside the committee
- Knowledge of ongoing regional and national developments and their implications for the working of the committee
- Drive, energy and perseverance

Time commitment

The time commitment required will include:

- Bi-Monthly teleconference update meetings with the Chair and Operations Manager
- Attend a number of meetings of external committees
- Conferences and other representation activity
- Deputising for the Chair at meetings when necessary

Period of office

The Vice-Chair is expected to serve a maximum term of three years with annual elections taking place.

Academy of Medical Royal Colleges Wales Nomination Form

As notified separately, elections for the position of Chair will take place on 13th November 2017

Nominations are invited from full members to stand for committee officer positions. By signing the nomination form the nominee is affirming his/her ability and intention, if elected, to attend committee meetings regularly and take on the responsibilities outlined in role profile for the position which they have nominated themselves for.

This nomination paper must be returned to Ollie John at oliver.john@aomrc.org.uk by 11th November 2017

I wish to stand for election to the following position:

Name	Position	Signature of Nominee	Date
	Vice Chair		

Contact details

Contact address:

Telephone:

Email:

Statement:

Candidates are invited to use this space to provide a personal statement (no more than 200 words) which will be circulated to all members of the committee.