

# Paediatric Sub-committee Regional Representative Role Description

**Responsible to:** Chair of the Paediatric Sub-committee

**Date Agreed:** 21 April 2016

Representatives are sought from the following regions:

- North Western
- West Midlands

Regional representatives on the Paediatric Sub-committee will contribute to the delivery of its strategic aims and provide local perspectives on issues arising in the subspecialty.

- To support the College in the advancement of the science and practice of paediatric ophthalmology
- To represent paediatric ophthalmology opinion to the College and on behalf of the College
- To represent the College's views on relevant topics to outside bodies

Specific duties of the Sub-committee are:

- To disseminate information on College business to College members who have a special interest in paediatric ophthalmology
- To review College documents as appropriate
- To consider the effect of actual or proposed government policy on the delivery of ophthalmic paediatric care
- To review documents relevant to the purpose of the Sub-committee for special interest groups

Time commitment is variable however:

- Rarely more than an hour per week on emails.
- The Paediatric Sub-committee meets three times a year
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies. These are infrequent and can normally be arranged at times to suit the post holder. The College encourages the use of telephone conferencing wherever possible and appropriate and will arrange this on request.

**Term** - 3 years (renewable for a further 3 years)

**Person Specification:**

REQUIREMENT	ESSENTIAL
Ophthalmologist with a current NHS paediatric ophthalmology consultant appointment of at least 3 years' standing and Membership or Fellowship of the RCOphth	Yes
Relevant recognised subspecialty interest	Yes
A high level of personal credibility within the profession	Yes
Excellent communication, influencing, leadership and organisational skills	Yes
Up to date Equality and Diversity training	Yes

**Conflicts of interest**

When the interest of a member conflicts, or appears to conflict, with the interest of the College, this must be declared.

**General**

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee or the College.