



Job description – Specialist Faculty Chair

The Chairman of a Specialist Faculty represents the Faculty on the RCC Academic Board and is responsible for maintaining an overview of the educational activities, and membership issues, of the Faculty in liaison with the relevant Faculty Committee members and the RCC CEO. Elected by the Faculty members for a period of 3 years in the first instance, the Specialist Faculty Chair normally works within a Faculty Committee comprising the Faculty Secretary and Faculty Director of Academic Affairs.

Responsibilities

1. Make contact with new Faculty members to welcome them, offer a local point of contact and encourage their attendance at Faculty events.
2. Endeavour to network with other chiropractors in order to:
 - Develop the role and activities of the specialist faculty in liaison with the CEO and College Council
 - Promote the RCC, the Specialist Faculty and its activities
 - Ensure existing members are retained
 - Recruit prospective members
3. Liaise with RCC office staff and the Academic Board in the consideration of Faculty membership applications.
4. Initiate and chair regular meetings of the Faculty Committee, which may be conducted as telephone conferences; items for discussion to normally include:
 - Issues arising from Specialist Faculty Forum meetings
 - Reports from Faculty Committee members (where applicable)
 - Ideas for Faculty CPD events
5. Work with the Faculty Committee generally and the Faculty Director of Academic Affairs (where applicable) and RCC staff in particular to agree the content and scheduling of the Faculty CPD and social events.
6. Attend or ensure attendance of at least one Faculty Committee member at each Faculty CPD event for the purpose of:
 - Handling event paperwork in liaison with the Faculty Course Organiser / RCC staff
 - Welcoming members
 - Ensuring speaker/s are welcomed, introduced and thanked (normally the particular role of the Chair)
7. Liaise with the College CEO (and Faculty Secretary where applicable) to ensure that the Faculty AGM, which may include the election of new Faculty Committee members, is run according to College regulations.
8. Arrange appropriate induction and hand-over for new Faculty Committee members.
9. Sign approved Faculty AGM and Committee Minutes.

Attendance at meetings

The Specialist Faculty Chair is expected to attend, or arrange a deputy from among the Faculty Committee for:

- Two meetings annually of the Academic Board
- The RCC Annual General Meeting
- CPD meetings/events within the Faculty as required
- Faculty Committee meetings