

Board Council Member Role Description

The duties described in this document are in addition to those detailed in the Council Member Role Description.

1. Accountable to: The Chair and Council and, through Council, to the membership.
2. Responsibilities:
 - 2.1 To contribute appropriate leadership to the relevant Board, ensuring that Board members recognize and fulfil their responsibilities as laid down under the relevant Terms of Reference.
 - 2.2 To act as a link between the Board and Council, ensuring that key messages are communicated for awareness, discussion and/or action.
 - 2.3 To ensure that issues of strategic importance that might emanate from Board discussions are brought to the attention of Council for debate and decision where appropriate.
3. Key tasks:
 - 3.1 Ensure that Board members work with Officers to inform and progress the work of the organisation as agreed in business/operational plans.
 - 3.2 Act as an ambassador, both for the Board (with Board Chair as appropriate) and Council, in the promotion of strategic priorities to the membership.
 - 3.3 Hold responsibility for writing an end-of-year report, noting Board members' outputs and the impact Board members have had on the work of the organisation in relation to the Strategic Plan. This report should demonstrate the added value of Board members' involvement and not report on the work of officers. It is the responsibility of the Functional Board Chairs and Country Board Council Members to produce this report for the June Council meeting, and not that of the COT Officers.

This report should include (in no specific order of priority), for example:

 - Number of Functional/Country Board meetings attended and contribution made;
 - Additional activities undertaken on behalf of the Board – for example, representation on a committee, contribution to a key business plan activity, responding to relevant consultations on behalf of the Board etc.;
 - Representation at external events on behalf of the Board;
 - Impact of Board related activities in relation to the Strategic Plan.
 - 3.4 Ensure Board members respond to requests from Officers for contributions to consultations and other activities to ensure a range of representative views can be considered in the Royal College's responses.
 - 3.5 Ensure Board members are involved in understanding, influencing and engaging with the direction of travel of the profession and its professional body.