

Faculty of Medicine

Committee Roles and Responsibilities

Committee Chair <i>Leadership of the Committee</i>	Committee Secretary <i>Resource Support for the Committee</i>	Committee Member <i>Active Contribution to the Committee</i>
<ul style="list-style-type: none"> • Ensuring the committee operates within the remit of the terms of reference; • Ensuring meetings are conducted fluently so members understand the matters at hand and have the opportunity to discuss them; • Ensuring that all business has been actioned; • Ensuring decisions are made in compliance with relevant policies and procedures; • Ensuring the committee arrives at a resolution, or directing members towards an alternative strategy for proceeding if the committee reaches a stalemate on a particular issue; • Ensuring active participation by all members of the committee; • Ensuring decision making processes and resolutions are clear; • Ensuring appropriate recording of decisions and actions in the meeting minutes; • Ensuring “ex officio” membership representation is upheld at all meetings; • Ensuring “elected” membership positions are filled by appropriate processes; • Ensuring the business of the committee is communicated effectively to relevant areas of the Faculty and transitions effectively through the FoM Governance Framework; • Ensuring conflicts of interests are managed appropriately. 	<ul style="list-style-type: none"> • Scheduling meetings, and circulating meeting schedules to member; • Compiling meeting agendas and papers, and distributing to committee members; • Supporting the Committee Chair in ensuring the smooth functioning of committee meetings, and that all business is actioned; • Preparing minutes for each meeting; • Monitoring action items and implementing actions where applicable; • Facilitating communication on behalf of the committee; • Communicating to relevant officers regarding the outcomes of decisions; • Supporting the work of the committee by providing professional support to relevant committee initiatives; • Ensuring the committee is aware of relevant policies and procedures; • Preserving neutrality of the work of the committee, by providing unbiased information, neutral agendas, and accurate minutes; • Preparing reports to parent committees; • Working with secretaries of other committees to ensure the smooth transition of business through the FoM Governance Framework; • Ensuring committee records are maintained. 	<ul style="list-style-type: none"> • Attending all committee meetings. Where attendance is not possible, members must: <ul style="list-style-type: none"> ○ submit an apology to the Committee Secretary, and ○ nominate an appropriate delegate to ensure representation at committee meetings is maintained (where relevant); • Preparing for all committee meetings by reading and considering the agenda items; • Actively participating in committee business and providing appropriate contributions to decision making; • Understanding the committee’s role and purpose within the FoM Governance Structure; • Committing to the objectives of the committee, and proactively working to progress committee business. • Keeping informed about relevant matters affecting the committee’s business; • Consulting widely on the views and opinions of the representative work group; • Communicating to members of the representative work group regarding the work of the committee and outcomes of decisions.