

Process of Selection of the Executive Committee of the Student and Junior Trainee Group

This document outlines the application process and selection of the Executive Committee of the Student and Junior Trainee Group. The Executive Committee consists of the Chairman, General Secretary, and Treasurer.

1. Eligibility

Applications will be accepted in the first instance from members of the Student and Junior Trainee Group: student regional representatives or current members of the executive committee. Current post-holders should also re-apply for their role if they wish to remain in post. It is recommended that the post-holder will not remain in the same role for more than 2 years.

If there are no applications for a role, the post will be advertised to the wider Student and Junior Trainee community via the FPHC website and social media platforms.

2. Application

Applications will be welcomed from eligible candidates for each post. The application form will consist of a 300-word statement which should outline why the candidate is applying to the role and a 300-word statement on what they hope to bring to the role. The applications should be submitted directly to the Faculty of Pre-Hospital Care office (fphc@rcsed.ac.uk).

3. Interviews

The application, shortlist and interview process will be governed and administered by the Faculty Office. All applications received will be reviewed by a panel with shortlisted applicants being invited to interview.

The panel will be made up of Student Chair, Student Honorary Secretary, Student Honorary Treasurer and FPHC Honorary Secretary. Interviews will be held via TEAMS and will last no more than 30 minutes.

4. Results

Successful candidates will be informed via email. Once the successful candidates have confirmed in writing that they wish to take up the position, the result shall be released in the first instance, to the members of the Student and Junior Trainee Group and then posted to the Faculty Website and the Student and Junior Trainee social media platforms.

The College's membership is diverse, and we aspire to ensure that this diversity is represented through our internal governance and decision-making structures, whether this be via appointed or elected positions. In all cases, we particularly welcome applications or nominations from suitably qualified individuals from protected characteristic groups that are currently underrepresented on college boards, committees or groups, who may bring different experiences, skills and perspectives to our discussions and decision-making. Reasonable adjustments for disability will be implemented for those who require them.

Roles

Chair

The role of the Chair is to lead the Faculty of Pre-Hospital Care (FPHC) Student and Junior Trainee Committee. The Chair must oversee the executive committee and the overall committee to ensure that the committee objectives are met. This includes:

1. Leadership
 - a. Ensuring regional representative roles are filled appropriately
 - b. Ensuring a functional executive committee
 - c. Overseeing the group throughout the year to achieve objectives
2. Vision
 - a. Generating a vision for *your* tenure including *your* aims and objectives for the role
 - b. Leading the group in generating collective aims and objectives
3. Communication
 - a. Liaising with the wider faculty on any appropriate matters – in particular the FPHC office
 - b. Submitting relevant reports and attending approximately 5 FPHC Executive meetings per year (these will be held online and last approximately 2 hours).

Treasurer

The role of the Treasurer is to manage the budget of the group throughout the year ensuring that funds are adequately distributed amongst suitable events and initiatives. The treasurer must:

1. Ensure an up-to-date spreadsheet is maintained throughout the year with incomings and outgoings.
2. Communicate with the rest of the committee regarding funding status by preparing updates for meetings
3. Manage the online funding request form
4. Manage the requests for funding appropriately and in a timely manner

Secretary

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Faculty of Pre-Hospital Care (FPHC) Student and Junior Trainee Committee. The Secretary is responsible for:

1. Ensuring meetings are effectively organised:
 - a. Liaising with the Chair to plan meetings
 - b. Receiving agenda items from Committee members
 - c. Circulating agendas and reports
 - d. Taking minutes
 - e. Circulating approved minutes
 - f. Checking that agreed actions are carried out

2. Maintaining effective records and administration:
 - a. Keeping up-to-date contact details for the Committee and the Regional Representatives
 - b. Filing minutes and reports
 - c. Compiling lists of names and addresses that are useful to the Committee, including those of appropriate officials or officers of voluntary organisations
 - d. Keeping a record of the Committee's activities
 - e. Keeping a diary of future activities.

3. Communication and correspondence:
 - a. Monitoring the Committee's primary email address
 - b. Maintaining the Committee's Facebook Group in accordance with RCSEd protocols
 - c. Keeping a record of any of the Committee's publications (e.g. conference flyers)
 - d. Reporting the activities of the Committee and future programmes to the FPHC Executive
 - e. Preparing a report of the Committee's activities for the year, for the FPHC AGM