

Medical Director, Membership and Business: role description 2020-2023
(In the College's constitution, this role is named "Treasurer")

Role and responsibilities

The RCR is a registered charity and Council acts as its trustee board (as defined by the Charity Commission). As a member of Council, the Medical Director Membership and Business (MDMB) is a trustee of the RCR and as such should ensure the RCR fulfils its charitable public benefit and [Charter objects](#).

As with all leadership roles at the RCR, the MDMB works within the prevailing [Strategic Priorities](#) and shorter term objectives as agreed from time to time. The MDMB is particularly responsible for ensuring that the RCR is resourced to fulfil those priorities and objectives.

The MDMB has additional responsibilities to lead on behalf of the trustees:

- (a) Ensuring there are strong financial governance arrangements including oversight of any programmes of income generation
- (b) there is effective membership value and engagement; specifically as regards Senior Fellows and Fellows and members outside the UK
- (c) the agreed programme of philanthropic work is delivered
- (d) there is strong governance oversight of major RCR investment programmes including those involving IT

The MDMB is not expected to have a detailed knowledge or understanding of charity accounting practice, budgetary processes, the management of investments or of major programme/project management. Suitably qualified and experienced RCR staff members advise or lead on these matters and external advice is obtained where necessary.

The MDMB role, like that of the President, is an Officer role that is College-wide and transcends Faculty boundaries and interests. The MDMB is expected to remain impartial on issues specific to a Faculty or specialty.

The MDMB, as with all Officers, is bound by the [Code of Conduct](#) and Compact, a document that sets out the key principles and commitments for the Senior Leadership Team in working together. They are also expected to demonstrate adherence to the [College values](#). As a trustee, the MDMB will be required to complete and update an entry in the register of interests which is published on the RCR's website.

Eligibility and term of office

The role of MDMB is open to a Fellow of the RCR in either Faculty, resident in the United Kingdom, who at the time of application is in active clinical practice and who holds a current licence to practise. The term of office is three College years (beginning on 1 September 2020) with the appointment being made following advertisement and a selection process involving a panel interview.

Commitments

College

[Council](#) (three per year)

[Finance and Investment Committee](#) (four per year, chaired by MDMB)

[International Committee](#) (twice per year, chaired by the MDMB)

Remuneration Committee (as needed, generally once a year only)

Senior Leadership Team (monthly, except August)

[Annual General Meeting](#) (October)

Annual Dinner (usually March or April)

[Senior Fellows' Forum](#) (usually twice per year)

Faculty of Clinical Oncology

[Faculty Board](#) (three per year)

Clinical Oncology Leadership Team (monthly, except August)

Faculty of Clinical Radiology

[Faculty Board](#) (three per year)

Clinical Radiology Leadership Team (monthly, except August)

In addition, the MDMB may on giving notice to the chair, attend any other board, committee or sub-committee and may be expected to take a particular interest in those bodies whose activities have a significant value to the membership, a significant budgetary impact or are high-risk.

The MDMB will from time to time become involved in work as regards membership surveys and reviews of communications with the membership.

External duties

The MDMB is invited to attend meetings of the treasurers of medical royal colleges (held twice per year) and may be asked represent the College on external bodies or groups where the business relates to the role.

Time commitment

Approximately 50 days per year. Attendance at the College will usually be for up to two days per week but not necessarily spread evenly throughout the year. Most RCR boards and committees are held on a Thursday or Friday. Leadership Team meetings are held monthly (except in August), usually on a Thursday afternoon or evening, and the following Friday morning. It is possible to join meetings remotely by videoconference or telephone. Significant extra time is needed to deal with the large number of incoming emails as well as reading and travel time.

In order to be best prepared for the role, the appointee should commit to attend a number of meetings during the induction period (April-September 2020).

Staff support

The Executive Director, Business and Resources, one of the RCR's senior managers, and the Director's team will give detailed guidance, advice and support to the MDMB on:

- Financial governance, accounting and budgetary processes, fees and charges and College investments
- Financial development and financial governance
- Major projects and programmes
- Support for administration of the Finance and Investment Committee through the Management Accountant

Other staff members who are available to give advice and guidance are:

- Membership Engagement Manager – as regards all membership administration, membership engagement, membership surveys and membership value including overseas Fellows and members and international, philanthropic work and the Senior Fellows Forum
- Governance Officer - in regard to overall governance and all non-financial governance matters and risk management

The MDMB will be given advice and training on charity accounting and investments as well as a formal induction for new Officers that focuses on governance and trustee responsibilities. The Senior Leadership Team also takes part in a facilitated team-building day annually.

November 2019