



ROLE DESCRIPTION: INTERNATIONAL REPRESENTATIVES ON RCPE COUNCIL

INTRODUCTION:

The governance structure for RCPE now allows the inclusion of international representation (two Fellows) for the first time on Council.

In September 2025, Council agreed to the proposal to appoint two existing International Regional Advisers to join Council.

Appointment will follow application, shortlist, and interview.

BACKGROUND:

Through 2024 into 2025, the College underwent a detailed review of its governance. It was acknowledged that the existing structure of Council was suboptimal for governance purposes, but good for representative purposes. The review therefore resulted in changes to the structure of Council and the creation of a separate Board of Trustees.

The Board of Trustees now has primary responsibility for governance, so Council can focus more effectively on policy, strategy and educational issues of relevance to the College's charitable purpose. For the first time we can now appoint or elect **two Fellows from outside the UK** to join Council, without them having the additional responsibility of trustee status.

Dr Conor Maguire (VP International) and Dr MaryAnn Ferreux (Chair of the RCPE ED&I Committee) were tasked with presenting to Council potential options through which International Fellows may serve on Council. Council decided on the option of appointing two existing International Regional Advisers to join Council after application, shortlist, and interview.

INTERNATIONAL MEMBERS OF COUNCIL ROLE & RESPONSIBILITIES:

The College's Council is made up of elected Office Bearers, appointed Office Bearers, directly elected (*or appointed*) Fellows, and representatives from the Trainees and Members' Committee, Lay Committee, and other Faculties and Colleges. Council meets regularly throughout the year to discuss issues of importance to Fellows and Members and set the strategic direction of the College.

The Council has oversight of all clinical, professional and health policy matters and may exercise such other functions as are delegated to it by the Board of Trustees.

The Council has responsibility for the appointment of Office Bearers and for the election of candidates to Fellowship, and Regional Adviser posts.

Elected Members of Council are selected by the Fellows within their constituency to represent the needs and interests of their membership, while at the same time acting as an ambassador for the College in their respective areas. Those appointed after shortlisting and interview similarly represent the needs and interests of the membership within a regional area as defined by Council, while at the same time acting as an ambassador for the College in their respective areas.

Council has defined two international regional areas with one representative from each area; one to include Africa, the Americas, Europe and the Middle East and the second to cover Asia and Australasia.

The two international representatives on Council will also become members of the RCPE International Executive, chaired by the Vice President with international responsibility.

DURATION OF POST:

- Three-year term, subject to satisfactory review and Council approval after the first year.
- A representative may apply for a second three-year term but must be a current International Regional Adviser of RCPE at the time.
- Should the successful post holder demit from their Regional Adviser role during their term they would not automatically demit from their Council position.

KEY AREAS OF RESPONSIBILITY:

Governance & Strategy

- Directing the affairs of the College.
- Attendance at Council meetings (*remote attendance*).
- Active participation in achieving the strategic aims of the College.

Membership (encompasses Fellowship)

- Growing the number of Collegiate Members Internationally.
- Proactively identifying nominations for Fellowship.

Education and Events

- Working in partnership with International Regional Advisers to promote the College's educational and events programme.

- Promoting the College as the preferred CPD registration centre for Fellows and Collegiate Members.

Communications

- Promoting College communications and activities to local audiences and interested parties.

MRCP (UK) Examinations

- Promoting Edinburgh as the preferred College of entry for PACES candidates.

Attendance at Council

- Members of Council are expected to attend all meetings of Council (usually 4 a year), any (now rare) General Meetings of the College, and the Annual Meeting of the College. All of these can be attended remotely via video link.
- Council meetings will normally be held at either 10.30 or 13.00 (UK time) on a weekday and each meeting lasts an average of 4 hours.
- Council members are expected to read the papers sent in advance of the meeting (normally sent at least 7 days before the meeting).

Participation in Committees or Short Working Life Groups

- As International Representatives on Council, the post holders will join the International Executive Committee chaired by the Vice President with International responsibility and will be expected to attend the meetings remotely. Four meetings annually lasting 90-120 minutes each.
- Council Members may also be required to join other College committees or short-life working groups as elected Council representatives. The dates of these commitments are "linked" together as far as possible, and International Council Members will only be expected to join committees where video and/or telephone links are available. This would be a commitment of an average of 12 hours annually.

Expenses

- The role of Council Member is honorary, but reasonable travel and other expenses incurred during the discharge of duties will be reimbursed, although International Council Members are not required to travel to Council or other meetings.

Please contact the Secretary, Dr Lesley Dawson, FRCP Edin, if you have any questions about the responsibilities of serving on Council at: l.dawson@rcpe.ac.uk.

Equality, diversity and inclusivity:

- This College is committed to improving equality, diversity and inclusivity, and that College representation should reflect the diversity of the medical workforce.
- We therefore welcome participation by all Fellows whatever their gender, ethnicity, age, religion, disability or sexual orientation.

PERSON SPECIFICATION:

| Essential | Desirable |
|---|--|
| Fellow who is up to date with their subscription. | Demonstrable commitment to RCPE (Evidence of previous role in College or organisational participation in RCPE events (e.g. International Medical Update) |
| Current RCPE International Regional Adviser | Experience of chairing meetings at a regional or national level |
| In active medical practice (not retired from clinical practice) | |
| Capacity to communicate effectively and sensitively with others, with excellent written communication skills | |
| Excellent analytical skills and be capable of reading and absorbing large amounts of complex information quickly | |
| Willingness to assume responsibilities, as a Council member and to adhere by the Code of Conduct of the RCPE | |
| Excellent leadership skills and interpersonal skills with the ability to chair meetings and influence key stakeholders. | |
| Excellent judgement and decision-making skills | |
| Effective and skilled negotiator. | |
| Commitment to equality and diversity | |

HOW TO APPLY:

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a CV should be emailed to **regional.advisers@rcpe.ac.uk**.

Closing Date: 31st May 2026
Interviews: TBC
Informal enquiries to: Dr Conor Maguire, Vice-President International
c.maguire@rcpe.ac.uk