

Job Description for the President of the Royal Society of Medicine

Job Title: President: This job description should be read in conjunction, and in addition to, the job description for a Trustee of the RSM.

Overall Role: To be the most senior representative of the RSM

Accountable to: Council

Responsible to: Council

Key Responsibilities:

1. To be the most senior representative of the Society in the outside world.
2. To provide leadership and co-ordination of Council and to ensure that Trustees fulfil their duties and responsibilities for the proper governance of the Society.
3. To support, and where appropriate, to challenge the Chief Executive (CE) and to ensure that Council as a whole works in partnership with the Chief Executive and the Executive team.
4. To ensure that the public profile of the Society is in line with its objectives.
5. To chair Trustee meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible;
6. To encourage all Trustees to participate and to feel free to challenge constructively both the chair and the Chief Executive;
7. To take an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of Trustees;
8. To ensure that the Chief Executive and staff provide Council with relevant, timely and accurate information in order to allow Council to discharge its responsibilities.
9. To ensure there are clear and open processes for setting and reviewing the remuneration package of the Chief Executive;
10. To develop a professional relationship with the Chief Executive within which each can speak openly about concerns, worries and challenges;

11. To monitor the Chief Executive on behalf of Council, always remembering that the Chief Executive is responsible to Council as a whole and not to any one individual Trustee or sub-group of Trustees;
12. In partnership with the Chief Executive, to agree respective roles in representing the Society and acting as spokesperson.

January 2011