

Election of Chair 2017

Guidance and role specification

Faculty of Medical Leadership and Management
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1. About the Faculty of Medical Leadership and Management

The Faculty of Medical Leadership and Management (FMLM) is the professional home for medical leadership in the UK.

FMLM was established in 2011 by all the medical royal colleges and faculties and endorsed by the Academy of Medical Royal Colleges. The fundamental objective of the organisation is to raise the standard of patient care by improving medical leadership.

FMLM works to professionalise medical leadership by setting standards, under-pinned by the evidence base, to support and develop doctors at all stages of the medical career and across all specialties. FMLM promotes excellence in leadership on behalf of all doctors in primary and secondary care and public health, from medical students to medical directors, and for health care provider and advisory organisations across the UK.

2. Governance Arrangements

FMLM is governed by the Board of Trustees which is chaired by the Chair. The Board of Trustees carry responsibility for the statutory aspects of FMLM, including the management and audit of the organisation. Trustees have ultimate responsibility for directing the affairs of the organisation, and ensuring that it is solvent, well-run, and delivering the charitable aims for which it has been set up.

Trustees meet between three and four times annually.

FMLM Council is the professional decision making body of FMLM and represents the membership. Council, which is also chaired by the Chair, is responsible for dealing with all issues that affect the professional activity of its membership, including policy and guidance relating to conduct and education and training; professional issues such as standards and revalidation; engagement with members; regional and national issues; and any other matters relevant to the practice of medical leadership and management. Council also advises the Board of Trustees on professional issues and developments affecting FMLM or its members.

Council comprises representatives of the FMLM membership and includes regional leads, medical royal college representatives and co-opted members.

Council meets between four and five times annually.

3. Job Description

The role of the Chair is to provide leadership and represent FMLM and the profession of medical leadership at every level. The Chair is the directly elected chief officer of the Faculty who is answerable to the Board and to the members. The Chair is supported by a Council of advisors, Trustees and the Chief Executive and Medical Director.

The core duties include but are not limited to:

- Chair Board of Trustee meetings, Council meeting and General Meetings.
- Oversight and direction of all aspects of the work of FMLM, particularly long-term strategic issues.
- To shape and drive the delivery of FMLM's transformational goals which are to be achieved in line with the FMLM Strategic Plan.
- Acting as a public spokesperson of FMLM, including representing the views of the faculty to Government, Medical Royal Colleges and Faculties, the Academy of Medical Royal Colleges, key stakeholders, national bodies and the media.
- Managing the work of the Chief Executive and Medical Director and undertaking annual appraisals of the post holder.
- Liaison with senior members of external organisations to enhance the work and standing of the FMLM.
- To oversee FMLM's financial position to ensure FMLM is financially resilient, sustainable and independent, with a strong and diverse revenue base.
- Advising the Board and Council on aspects of national legislation that might affect the purpose or activities of the Faculty or its interests.
- Ex-officio membership of any and all sub-committees and working groups.
- Communication with members about key strategic and governance matters.
- Ensure the maintenance and enhancement of FMLM's profile and reputation.
- To ensure that FMLM acts in the furtherance of its key objectives.
- Act as a Trustee of the Charity in fulfilment of charitable legislation.

These duties are inherently open ended; the duties and reporting arrangements of other officers should be such that the Chair of Council is aware of, but not concerned with, the details of routine business.

This job description supersedes the previous version as outlined in the FMLM Standing Orders, dated 15 October 2013.

4. Personal Specification

Essential

- Must be a member of FMLM and held membership for no less than one year
- As stated in Section 3.1.b of the FMLM Standing Orders, candidates for office must be full members or fellows of the FMLM in good standing as defined in section 2.1. of the Standing Orders:
 - Medically qualified doctors and dentists
(*'Qualified' or 'Fellow' FMLM membership type*)
- Must be employed or based in the United Kingdom.
- On the GMC register.
- At least five years' experience as a senior medical leader in a formal strategic role in the NHS, College or other professional body or healthcare organisation.
- Experienced and effective chair.
- A track record in improvement of medical leadership and management.
- A track record of leading improvement in quality and patient safety.
- A high level understanding of politics, government and healthcare sector.
- A thorough understanding of the NHS policy context in all four UK nations and an ability for strategic thinking.
- Good communication skills.

6. Commitment

Term of office

The term of office will be for 3 years with the option of a second term of 2 years if re-elected by the voting members, making a maximum total of 5, after which the Chair will not be eligible for re-election to that office.

Remuneration

The Chair role is not remunerated. Elected individuals are eligible to claim reasonable expenses for travel and subsistence costs necessarily incurred.

Time Commitment

Elected individuals will need to devote sufficient time to ensure satisfactory discharge of their duties.

7. Election process and timeline

Nominations are invited for election to the role of Chair, elected by members as follows*:

Only full members, trainee members and fellows of the Faculty as determined by the Board under Standing Order 2.1 who have not retired and are in good standing will be entitled to vote at General Meetings of the Faculty.

*as stated in Section 2.8.b of the FMLM Standing Orders

- Nomination forms can be downloaded from the [FMLM website](#).
- Candidates must be proposed and seconded by Fellows or Full Members of the Faculty in good standing.
- If eligible, all nominees will submit an election statement describing why they should be elected and how they meet the requirements of the role.

The timeline for nomination and election is as follows:

Stage	Date
Nominations open	Thursday 3 August 2017
Nominations close	Monday 21 August 2017, 09:00
Eligible nominees to submit election statement	Monday 28 August 2017, 09:00
Nominations announced and voting open*	Monday 4 September 2017
Voting close	Sunday 24 September 2017, 23:59
Successful nominee announced	W/C 25 September 2017
Chair elect commences	2 October 2017
Term commences	31 October 2017 Leaders in Healthcare Conference

****Electoral Reform Services will manage the ballot, election and voting service for this role. The ERS is the UK's leading independent provider for electoral services and is wholly independent from FMLM.***