



Secretary of the Faculty of Physician Associates

Job description

The Secretary of the Faculty of Physician Associates (FPA) has a wide and varying role. The Secretary will work closely with the manager of the FPA, President and other member of the board, Royal College of Physicians (RCP) and stakeholders to execute their duties. The secretary of the board shall be responsible for:

- Leading the Professional Standards work stream
- Ensuring the recording and maintenance of the minutes of the regular meetings of the Board, the Executive team and the annual membership meeting; ensuring timely circulation of the minutes to board members
- Maintaining and conducting correspondence on behalf of the Board in conjunction with the FPA manager and administrator
- Support the running of FPA elections in conjunction with the FPA manager
- Support the running of the FPA census in conjunction with the work stream lead for Research and development and RCP
- The creation and maintenance of an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of a year
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and credentials
- Oversight and maintenance of all of the FPA documentation, policies and a systematic schedule for their review as determined by the board
- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the Association, is reported and responded to in a timely manner

Time Commitment

This will be approximately 1 day per week including but not limited to; attendance at FPA board meetings and executive team meetings

Term of Office

3 calendar years as per the bylaws of the FPA/RCP

Qualifications

A commitment to and a clear understanding of the mission of the organisation

At least one year of previous service on a Board or relevant experience

Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws of the Association

An adequate level of writing proficiency and access to a computer for word processing purposes

