



# Faculty of Physician Associates Board member role description

## Role context

As the professional membership body for physician associates (PAs) and PA students across the UK, the Faculty of Physician Associates (FPA) are committed to providing professional support to members, campaigning for progress and change on behalf of the profession and raising awareness of the wide remit of the PA role and its contribution to patient care.

The FPA reviews and sets standards for:

- the education and training of PAs
- the PA National Examination and recertification exam.

The FPA Board is responsible for ensuring that the FPA fulfils its commitments as outlined above, and within the governance framework of the RCP.

## Specific duties

It is expected that, as an FPA Board member, you will:

- be willing to provide comment and recommendations on Board meeting agenda items in all aspects relating to PAs
- engage with the FPA membership on matters within its remit while representing the views of the RCP
- contribute to the development and implementation of the FPA strategy by supporting the FPA committees and ad-hoc workstreams
- respond to any pieces of work or documents that are circulated by the FPA to the Board for consultation within the allocated timeframe.

## Time commitment

Face-to-face Board meetings will occur at least three times a year, but the FPA Board may meet at other times as required. There is an expectation that Board members will attend all meetings where possible.

## Financial aspects

Candidates for the role should be aware that this post is not remunerated, and it is the duty of the candidate to obtain advance agreement from their employer that they will be given time to attend meetings and perform any ad-hoc duties. However, Board members can claim reimbursement for travel expenses to meetings in line with the FPA expenses policy.

## Term of office

A maximum of 3 calendar years as per the bye-laws of the FPA/RCP.

## Role requirements

### Essential

- A qualified member of the FPA, and be in good standing on the Managed Voluntary Register.\*
- Candidates should not hold another position on the FPA Board.

### Desirable

- Previous experience of working on a governance committee or board.
- Convey a clear understanding of the mission of the FPA.
- Have knowledge of the FPA's meeting procedures, decision-making rules, governance policies and the bye-laws.
- 3 years post-qualification experience.

### **\*An FPA Board member's seat will be vacated if:**

- As a member of the faculty, the Board member ceases to be in good standing
- they choose to resign their role
- they fail to attend three consecutive meetings without good cause
- criteria for election as a Board member are no longer fulfilled.