



Job Description: Committee Member

Committee: Devon Local Optical Committee

Time commitment: 2 hours a week

Term: 3 year, voted and elected at the Annual General Meeting

Introduction

This role is a fulfilling accompaniment to your every day job in practice

The committee meet every other month for often lively debates on matters concerning our day job and would interest those who have a desire to get involved in and help influence the various shared care pathways.

The functions of the Committee are those prescribed in the National Health Service Act 2006. The Committee may undertake such activities as are necessary to support the prescribed functions and to respond to requests from NHS England, CCGs and other relevant commissioning bodies.

The committee is collectively responsible for representing the views and needs of the practitioners and contractors the LOC represents

Vision and Leadership

- To be committed to the vision, mission and values of the committee.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the committee and the wider issues that affect its work.
- To ensure the work of the Committee is monitored and evaluated.

Duties, Accountability and legal responsibility

- To govern and direct the committee through collective decision making
- To be a pool of expertise and advice (making advice and expertise available to the committee and local practitioners and contractors the committee represents)
- To represent the Devon Local Optical Committee and those the committee represents
- To stay informed about UK and Devon wide eye health issues, NHS England, committee matters, prepares for meetings, and review and comment on emails, minutes and reports.
- To ensure the committee complies with its governing document (constitution).
- To ensure the committee keeps to the law
- To ensure the committee makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the committee and staff are at an acceptable level and are effectively managed.
- To be accountable to the local optometrists and dispensing opticians that the committee represents.
- Oversee committee succession planning



Conduct

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Participate fully in the meeting; Listen to what others have to say and keep an open mind.
- Contribute positively to the discussions.
- Have the best interests of the committee and the people we represent in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
- Be an ambassador for the committee in the wider community

Financial and staff management

- To understand the financial position of the committee.
- To ensure the committee's finances are properly managed.
- Participate in the approval of the annual budget and monitor the financial performance of the committee in relation to it
- To ensure the committee operates within its agreed accounting policies.
- To ensure adequate financial resources for the committee.
- To ensure the committee and its officers are properly insured against all reasonable liabilities (if appropriate)
- To ensure the committee is a responsible employer and adheres to any current employment legislation.

Qualities and skills of committee members

- Be an Optometrist, Dispensing Optician, Ophthalmic Medical Practitioner (OMP) or contractor.
- Have a willingness to devote the necessary time and effort to be a constructive committee member
- Possess good judgement and independence of mind- being able to work independently of any opinion or directive of employer
- Work collectively as part of a group
- Good leadership skills.
- Understanding of and commitment to the organisation's mission & values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

Time commitment require

The committee meets 6 times a year. The role generally requires a commitment of 4-8 hours a month to include background reading and attendance at committee meetings. Further hours may be required depending on individual role on the committee.



Term of office

The term of office of the members of the Committee is three years. On the expiry of his term of office, a member is eligible for re-election.

An elected member of the Committee, who ceases to be a local contractor, local performer, OMP or local dispensing optician, shall vacate his/her place on the Committee with immediate effect. In such circumstances a casual vacancy shall be declared.

If a member of the Committee has been absent from three consecutive meetings of the Committee, the Committee shall declare that his/her seat on the Committee has been vacated, unless the Committee is satisfied that his absence was due to illness or other reasonable cause.

A member of the Committee may at any time resign his/her place on the Committee or position as an officer in writing to the Secretary or lay secretary.

Governance

Members of the Committee shall declare any interests when standing for election and on appointment to the Committee, as well as at the start of each Committee meeting and relevant item on the agenda.

Members of the Committee, having an actual or potential conflict of interest in relation to an issue, shall not vote on that issue. They should seek the advice of the Chair or committee officers if they are unsure about any possible conflicts.

Members of the Committee as elected representatives of registered healthcare professions shall at all times behave in a professional manner and within the normal rules and expectations of commercial and professional confidentiality relating to the work of the Committee. They shall not divulge, act inappropriately upon, or use inappropriately any information obtained by virtue of their membership of the Committee or its work. They shall be demonstrably scrupulous in this regard at all times and, particularly, when they might have an actual or potential personal interest. They shall be reminded of this requirement at each meeting as appropriate. Any infringement of this requirement shall be dealt with, as the Committee judges fit and recorded in the minutes.

In connection with their membership of the Committee and its work, members of the Committee shall ensure transparency and equal provision of information and opportunity for all local contractors in matters relating to the commissioning and provision of local optical services.

Support

Support from the committee will be given on all areas

Training and development will be available including LOCSU new members pack and the LOCSU training for new committee members.