



Primary Care Respiratory Society UK Ltd.

Role Description Form

PCRS-UK, c/o Smithy House, Waterbeck, Lockerbie, DG11 3EY

Location: Position held locally

Job title: PCRS-UK Executive Member

Reports to: Chairman, PCRS-UK Executive

Type of position:
Voluntary

Hours: 2-3/week approximately

General Description:

- Works alongside other Executive members to advise on, develop and implement the activities of the charity and serve the PCRS-UK membership in terms of education, research and policies which will help achieve optimal respiratory health in primary care.
- All Executive members are expected to attend at least three PCRS-UK Executive meetings per year (usually held in London).
- Executive members are encouraged to play an active role in the Group's activities including attendance at in PCRS-UK events, participation in sub-committee and leading or supporting PCRS-UK projects / activities.

Work experience requirements:

- Must be a practicing health professional working pre-dominantly in primary care in the UK
- Must have a special interest in respiratory disease through for example education, research or local / national policy making.
- Must be a full member of the PCRS-UK and have demonstrated active membership including attendance at PCRS-UK meetings and/or participated in PCRS-UK programmes such as research, education, submission of papers/articles to *Primary Care Respiratory Journal*
- Attends at least one major respiratory national/international meeting per year
- Must have current medical negligence insurance through reputable agency such as Medical Protection Society

Terms and Conditions

- This is an unpaid voluntary position.
- Reasonable **standard class** travel expenses can be submitted if accompanied by receipts and are reimbursed together with locum fees (paid at BMA published rates, receipt required)
- If your expertise is called upon for specific projects you may be paid an honorarium, however, this must be agreed before commencement of the project and all expenses must be accompanied by receipts.
- The PCRS-UK accepts no liability for notification to the Inland Revenue of reimbursement of expenses and hereby requests that all individuals make sure that they submit evidence of payments to the Inland Revenue in accordance with current legislation. The PCRS-UK will cooperate fully with the Inland Revenue and keeps records of all payments made to individuals.
- Any individuals who are approached as members of the PCRS-UK Executive by the pharmaceutical or related healthcare industry must notify the Chair PCRS-UK Executive and work with the Chair /CE to negotiate payment to the PCRS-UK for services provided. If members of the Executive are approached as individuals they may not use their role as Executive members of the PCRS-UK to promote their own services or endorse programmes or individual projects
- All Executive members are required to provide and sign an annual declaration of interests form
- All Executive members are required to abide by PCRS-UK code of conduct and other operating policies

Executive Member Role Description Form

Date of Preparation: October 2005

Date of Review: October 2008

Date Review Due: October 2010



The Primary Care Respiratory Society, formerly known as the General Practice Airways Group, is a registered charity (Charity No: 1098117) and a company limited by guarantee registered in England(Company No: 4298947)

VAT Registration Number: 866 1543 09

Registered offices: 2 Wellington Place, Leeds, LS1 4AP

Address for correspondence: PCRS-UK, Smithy House, Waterbeck, Lockerbie, DG11 3EY

Telephone: +44 (0)121 351 4455 **Facsimile:** +44 (0) 121 336 1914 **Email:** info@pcrs-uk.org

Website: <http://www.pcrs-uk.org>