



Terms of Appointment for PCRS Executive and Committee Members

Individuals will be asked to sign each time he/she is appointed / reappointed to a committee or other paid role. These terms below are subject to change – committee members will be informed of any changes.

In accepting your appointment to PCRS Executive or any PCRS subcommittee, you must agree to:

1. Treat as secret and confidential, and not at any time (including after termination of this Agreement) for any reason disclose, any information relating to the Charity's business affairs or finances received as a result of your appointment.
2. Duly observe all obligations under the Data Protection Act 2018 ("DPA") which may arise in connection with this appointment, and fully co-operate with the Charity (as far as may reasonably be required) in complying with the Data Protection Act and relevant PCRS policies as listed in point 5 below.
3. Ensure any locum, travel and other costs, not specified in the Committee terms of reference (see note on expenses below), are agreed in advance with the Chief Executive. No payment for any expenses will be made in the absence of documentary evidence supporting the expenses claimed.
4. Take sole responsibility for and account to the appropriate authorities for all tax, including Value Added Tax, Income Tax, National Insurance Contributions or similar contributions in respect of any payments made to you by the PCRS* and keep the Society fully indemnified in respect thereof.

*(except where applicable, payments made under PAYE and subject to a specific PCRS lead role agreement)

5. Take seriously your responsibilities as a committee member and in particular ensure you:

- a) Adhere to all relevant PCRS policies & procedures, including but not limited to;
 - i. [PCRS Code of Conduct](#)
 - ii. [PCRS conflicts of interest policy](#)
 - iii. [PCRS policy on bribery](#)
 - iv. [PCRS privacy notice for staff, trustees and committee members](#)
 - v. PCRS policy [data protection](#) and on [bring your own device](#)
 - vi. PCRS Policies on [representation](#) and [media relations](#)
 - vii. PCRS policy on [Equality & Diversity](#)
- b) Provide advanced notice to the PCRS office (via info@pcrs-uk.org) if you are unable to attend a formal committee meeting (dates for formal meetings are confirmed 12 months in advance) and notify the PCRS office of any extended absence over two weeks. The PCRS office will ensure the Chair of the Committee is informed.
- c) Respond to requests for information, input or decisions from PCRS staff/contractors and other committee members by the stated deadline or within 2 weeks of the request being issued.
- d) Read papers provided for meetings in advance of the meeting (papers are issued at least one week in advance of a formal face to face meeting).
- e) Act in the best interests of PCRS and as an ambassador for the Society at all times - and draw relevant issues or opportunities to the Committee Chair, Chair PCRS Executive or the Chief Executive lynn.ladbrook@pcrs-uk.org

Committee Member's Expenses (as per committee terms of reference)

Travel costs payable to the individual and locum costs payable to the practice will be reimbursed for Committee members attending Meetings of the Committee. Expenses will be paid upon presentation of a completed [PCRS expenses claim form](#). Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at standard class upon presentation of a valid receipt. Locum costs will be paid upon receipt of an invoice from the practice.

Individuals may claim up to a total of £400 (£200 for a half day zoom committee meeting) in respect of loss of earnings if attendance would not be possible without reimbursement or if individual would experience hardship without claiming.

Alternatively backfill expenses can be reimbursed to Committee members' host organisations at the same rates. Childcare costs (or other care costs related to a dependent) may be claimed as an expense in lieu of 'loss of earnings', backfill or a locum fee.

Please Note

PCRS offers free registration to PCRS Committee members for the PCRS conference; Committee members are expected to fund their own travel expenses and accommodation costs. If a committee member cannot afford to fund their own travel / accommodation, but can get their registration funded through another source, in lieu of free registration, PCRS will reimburse them up to the cost of the lowest conference registration rate towards travel / accommodation.

In return for free registration and as part of their ambassadorial role for the Society, committee members are expected to support PCRS activities at the conference, including manning the exhibition stand and hosting the drinks reception.

Last updated: 25 November 2019

Revised: 30 April 2020

Updated: 3rd December 2020

Next update: December 2022