



Standard clauses for all committee Terms of Reference

Appointment of Committee members

The composition of the committee shall be reviewed on an annual basis by the Committee chair in light of the business plan/priorities. A plan for recruitment, including specification to fill the up & coming vacancies, shall be agreed with the committee and approved by PCRS Executive Chair/CE. Vacancies will usually be advertised in the Autumn in time for positions to be taken up in the new year.

Vacancies shall be advertised to the PCRS membership and candidates will be asked to provide a supporting statement (and where it is considered necessary a CV) confirming their interest in the role. Candidates will be shortlisted by the Committee Chair / agreed appointment panel (to include a patient representative if possible), and interviews conducted to identify the most suitable appointments. Recommended candidate(s) with supporting rationale shall be put to PCRS Executive for approval.

Candidates shall normally be formal members of the PCRS: however the need for specific skills / experience may require candidates from outside the PCRS membership. Such candidates would be appointed in an 'advisory capacity' and shall not have voting rights on the Committee.

Terms of Office for Committee members

Membership of Committees shall be for three years, with terms of office ending in December, whether appointed part way through the year or not. Thereafter, the Member is entitled to reapply for Committee Membership but shall not serve more than 3 consecutive terms of office (in exceptional circumstances, PCRS Executive may authorise election for a further term).

Appointment of Chair and Vice Chairs of Committees

The Chair (or Co Chairs) and Vice Chair of all Committees shall be elected by the Committee members, with appointments being approved by Executive. The Chair and Vice Chair's term of office shall be three years from the date of his / her appointment. The Chair and Vice Chair shall not normally serve more than two terms of office, unless otherwise approved by the Executive and Trustees. The Chair and Vice Chair roles are separate appointments, and it should not be assumed that the Vice Chair shall become the next Chair of the Committee. Elections should take place every three years for both roles or sooner should either Chair or Vice Chair position become vacant.

Removal of Committee Members

Any member of the Committee shall cease to hold office if he / she:

- Ceases to be a member of PCRS.
- Becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs.
- Resigns his / her office by notice to the Committee Chair.
- Is absent without the permission of the Committee from two consecutive meetings and the Committee resolve that his / her office be vacated.
- Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the Committee to resign. The member concerned may appeal to the Executive.

Committee Member's Expenses

PCRS recognise that PCRS committee members often commit a substantial amount of time to PCRS and without this contribution PCRS could not be as successful or supportive of its membership as it has been. As such we are extremely grateful to committee members for their time and expertise, which is often freely given.

In the current funding environment, the Society is unable to return to the situation where committee members are paid as a matter of course for attending committee meetings. However, we are committed to ensuring that

no committee member is ever out of pocket as a result of contributing their time and expertise to PCRS and that no member ever feels uncomfortable having to claim should they need to.

All committee members may claim for the reimbursement of travel costs payable to the individual and for locum costs payable to the practice, where such expenses are incurred to accommodate travel and attendance at a face to face meeting.

Any committee member that incurs other costs in order to attend a committee meeting (for example child care costs) may also claim, subject to presentation of valid invoice.

All expense claims must be submitted via the online PCRS expenses claim form which will be circulated either with the agenda or after each meeting. Car travel costs will be reimbursed at a rate of 45p per mile and rail fares will be refunded at standard class upon presentation of a valid receipt. Individuals are requested where possible to travel off peak, and to book in advance where savings can be made. Locum costs will be paid upon receipt of an invoice from the practice. Those wishing to travel by air must clear the expense with the CEO and Chair of the Committee prior to booking travel. All claims must be submitted within 2 months of the meeting taking place. Claims submitted after this time will not be reimbursed.

Individuals may also claim up to a maximum of £200 for an online meeting over 2.5 hours long and £400 for a full day's face to face meeting or an online meeting which is over 6 hours long, in respect of loss of earnings if attendance at the meeting would not be possible without reimbursement or individual would experience hardship without claiming – for example because they have had to turn down other work to attend the meeting.

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 subject to receipt of a valid invoice and receipt.

A separate policy exists for the payment of members who undertake work for PCRS where funding is available (i.e. in the form of facilitating, training, speaking, chairing or writing PCRS materials).

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.

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