



### Primary Care Respiratory Society: Executive role description

PCRS Registered Charity 1098117, Company No 4298947: Correspondence Address: 483 Green Lanes, London, N13 4BS Telephone +44 (0)1675 477600 Email [info@pcrs-uk.org](mailto:info@pcrs-uk.org) Website <http://www.pcrs-uk.org>

**Type of position: Voluntary; Hours:**      **Location: Virtual**      **Circa 2hours / week**

**Role title: PCRS Executive Member**      **Reports to: Chair, PCRS Executive**

#### General Description:

- Works alongside other Executive members to advise on, develop and implement the activities of the Society and serve the PCRS membership in terms of education, research and policies which will help achieve optimal respiratory health in primary care.
- The PCRS Executive Committee meet virtually two-three times per year and attend an in-person meeting immediately prior to the PCRS conference in September. All Executive members are expected to be a member of one sub-committee. Sub committees meet twice a year, requiring Executive members to be available to attend a one-day meeting approximately quarterly.
- Executive members are encouraged to play an active role in the Society's activities including attendance at PCRS events, participation in working groups and leading or supporting PCRS projects / activities.

#### Work experience requirements:

- Must be a formal company member of the PCRS.
- Must be a practicing health professional working in or closely with a primary, community or integrated care team and / or general practice.
- Must have a passionate interest in respiratory medicine and ideally be actively involved in driving improved care, for example through education, research or local / national policy making.
- Must have demonstrated active involvement in the Society including for example attendance at the PCRS conference, participation in PCRS respiratory leaders or affiliated group programs, contributing to PCRS policy consultations and / or involved in a sub-committee or working party.
- Ideally regularly attends major respiratory national / international meeting (e.g. once per year).
- Must have current medical negligence insurance through reputable agency such as Medical Protection Society.

#### Remuneration & expenses

- This is an unpaid voluntary position.
- Expenses will be reimbursed for attendance at meetings in accordance with the PCRS Executive terms of reference.
- If your expertise is called upon for specific projects, you may be paid a fee or honorarium in accordance with the PCRS policy on payment of individuals. However, this must be agreed before commencement of the project and all expenses must be accompanied by receipts.

#### Terms and conditions of appointment

- Please read the [Terms of Appointment](#)

**Date of Last Review: October 2023**