



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 shall be advertised to the PCRS membership and candidates will be asked to provide a supporting statement (and CV) confirming their interest in the role. Candidates will be shortlisted by the Committee Chair / agreed appointment panel, and interviews conducted to identify the most suitable candidate. 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. 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).

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

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 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 Members 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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We are grateful to our [corporate supporters](#) for their financial support which supports the core activities of the Charity and allows us to make our services either freely available or at greatly reduced rates to members. [PCRS statement on pharmaceutical funding](#)