



Terms of Reference

Respiratory Leaders Programme Board (RLPB)

Definition

The Respiratory Leaders Programme Board (RLPB) is responsible for the development and implementation of the PCRS respiratory leaders' programme and is accountable to PCRS Executive and ultimately to the PCRS Trustees.

Composition

The Respiratory Leader Programme Board shall consist of between 4 and 8 members, appointed by PCRS Executive. All members of the Board should be experienced primary care respiratory leaders and across the committee there should be a balance of doctors (GPs and respiratory specialist doctors), nurses (primary care and community respiratory specialist nurses) and other health professionals (e.g. physiotherapist, pharmacists).

All members of the Respiratory Leaders Programme Board must be members of PCRS and must have participated in the PCRS respiratory leader programme. The Chair of RLPB should be a member of PCRS Executive, ideally an elected member.

The PCRS Operations Team (Red Hot Irons) will act as secretary to the Committee and provide administrative support. The PCRS Chief Executive (or deputy) will attend Committee meetings and participate in Committee proceedings as he / she sees fit.

Remit and Responsibilities

- Formulating an agreed rolling strategy and annual business plan for the development of primary care respiratory leaders in line with the overall PCRS business plan for approval by the PCRS Executive
- Supporting the PCRS CE to secure the funding and other resources required to deliver the agreed strategy and business plans
- Implementing the approved annual business plan reporting progress and any deviations to the PCRS Executive. In particular:
 - plan and deliver the agreed events in line with the agreed strategy
 - identify high potential/performing individuals from those attending events and feed information into the PCRS succession planning process
- Identifying and responding to business opportunities as they arise, seeking approval from the PCRS Executive for any activity outside of the agreed business plan
- Identifying and recommending to the PCRS Executive suitable candidates for membership of the RLPB and managing the appointment process
- Identifying the resources needed to deliver the agreed strategy and plan, including:
 - Identifying and recruiting a supporting faculty (against agreed criteria)
 - Defining the administrative/logistical support and other expertise required
 - Allocating responsibilities within the Committee for the elements of the respiratory leaders' programme, including leads for each event
- Ensuring all PCRS respiratory leader activities are conducted in line with agreed PCRS strategic direction and policies / procedures, including:
 - All respiratory leader materials approved by the RLPB Chair (or his/her deputy) and the PCRS Chief Executive
 - Letters of agreement in place with all speakers, facilitators and authors contracted to deliver part of the respiratory leaders' programme
 - All expenditure in line with the agreed budget or authorised by the PCRS CE in advance of any commitment being made.

All members of the RLPB are expected to abide by the PCRS code of conduct.

Appointment Process and Terms of Office for RLPB Members

Please refer to the [Standard clauses for committee terms of reference](#)

Removal of RLPB Members

Any member of the RLPB 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 Chair, PCRS committee or in the case of the Chair by notice to Chair, Trustees
- Is absent without the permission of the RLPB from two consecutive meetings and the committee resolve that his / her office be vacated, or
- Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the RLPB to resign. The member concerned may appeal to the Trustees.

Respiratory Leaders Programme Board Proceedings

The RLPB shall meet at regular intervals via teleconference to develop the RLPB meeting programme.

A meeting of the RLPB may be held in person or by suitable electronic means agreed by the members in which, all participants may communicate simultaneously with all other participants. A quorum of the RLPB shall be three.

Decisions made by the RLPB shall be by simple majority verdict unless otherwise specified in these terms of reference. All members shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

Conflicts of interest will be declared at the start of each meeting in line with PCRS conflict of interest policy.

All RLPB meetings are to be minuted, with the minutes to be presented at the next RLPB meeting, and ratified by the RLPB as agreed, and then signed by the Chair. Draft minutes approved by CE and Chair are to be circulated within 2 weeks of a RLPB meeting and presented at the next RLPB meeting. Any changes to the minutes are to be communicated to the RLPB members within two weeks of the minutes being ratified.

Reviewed by PCRS Executive: May 2021

Approved by PCRS Trustees: July 2021

Date of next review: May 2023