

## REGISTRAR (DEPUTY PRESIDENT)

Applications are invited for this honorary role within the Faculty. These should be made on the [application form](#) and submitted with a CV. They should be returned to [frances.quinn@fom.ac.uk](mailto:frances.quinn@fom.ac.uk) by **10 00 am on Friday 24 October 2014**

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Registered Charity No 1139516  
Scottish Charity No SC040060  
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### Introduction

The Registrar plays a key role within the Faculty structure, being one of two Deputy Presidents (the other being the Academic Dean). They are appointed by the Faculty Board and will be co-opted onto the Board. The postholder will, ideally, be in active practice.

### What does the role involve?

- Chairing the Executive Committee which meets 8 times a year (agreeing agenda, managing the meeting, reviewing the notes)
- Ensuring the proceedings of the Fellowship Committee, which meets annually, are conducted fairly and with due process
- Being available for consultation concerning communication with members, on occasion
- Overseeing and addressing non-academic membership matters
- Acting as line manager of the Chief Executive
- Ensuring some (c 4) Officers and key appointees have annual objectives and feedback
- Deputising for, and supporting the President, as required, eg by attending meetings, participating in Faculty delegations to Ministers, etc
- Being co-opted to the Board\*, which meets quarterly
- Contributing to the organisation of the Board and Executive Committee Away Day
- Being available for consultation concerning the Annual Report
- Being a signatory on examination certificates and on the Faculty's bank account

\*As such they will be required to fulfill the role of trustee as required by the Charity Commissioners and the Office of the Scottish Charity Regulator and the role of company director, following the incorporation of the charity; further briefings will follow. Information about trustee and company director responsibilities is available at the following links:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>  
<http://www.oscr.org.uk/managing-your-charity/trustee-duties/>  
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073870537>

### What key qualities does the Registrar need?

Must be:

- a Fellow of the Faculty
- in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme);
- fully engaged with the revalidation process
- capable of thinking strategically
- diplomatic
- flexible

and should have:

- organisational, leadership and influencing skills
- the ability and willingness to pay attention to detail
- experience of translating policy into practice
- experience of chairing committees
- experience of people management

### **Time commitment**

One day per month attendance at Executive Committee or Board meetings

One day per year attendance at Board Away Day, plus preparation

One day per year at the Fellowship Committee, plus preparation and follow up

1-2 hours per week attending to Faculty business, in the office or by email and phone

A half-day every few months attending other Faculty or external meetings

Total: c. 2–2.5 days per month; this is variable; sometimes it can be more but sometimes it is less than this.

### **Appointment**

The Registrar is appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. Applicants may be invited to attend for interview. The appointment may be extended up to a maximum of six consecutive years.

### **Expenses**

The role of Registrar is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy.

### **Further information**

Ray Johnston, the current Registrar, will be happy to speak in confidence to anyone considering applying who would like more of an insight into the role. Anyone wishing to do so should email their contact details to [frances.quinn@fom.ac.uk](mailto:frances.quinn@fom.ac.uk) and these will be forwarded to him.

*September 2014*