**LLR LMC COMMITTEE MEMBER ROLE DESCRIPTION**

1. Who we are and what we do

In being elected as a Committee Member of the Leicester, Leicestershire and Rutland Local Medical Committee (LLR LMC) you would be joining the governing body of an organisation that has roots going back to 1911. For over a century we have worked consistently to support our members.

**Advise – Support - Represent**

Advise, support and represent are the cornerstones of our work and as a governing body Committee Member you will play a key role in shaping the strategic development in these areas. We aim to deliver solutions for our members now as well as looking to the future and playing a key role in shaping the overarching strategy within which we all work. This is rewarding work, making a tangible difference to our members providing effective advice and support at both a local, regional and national level.

We are an organisation recognised by statute and understand and subscribe to the highest standards of corporate governance and accountability.

In summary, the purpose of the role is to add value to the LLR LMC’s organisation by contributing experience, expertise and insight to determine strategy, direction and control in the interests of our members.

The Governing Body will share responsibility for its decisions. Each Board member should act only in the interests of the LLR LMC and not on behalf of any practice, constituency or interest group. Board members should put the LLR LMC’s interests before their own interests.

Much of the Governing Body business is done at formal meetings – but the role of a board member could undertake on-going responsibilities and input. It is important that every Committee and Board member contributes, and adds value, in and out of Board and Committee meetings.

1. Constitutional committee positions available

The Constitution of the Leicester, Leicestershire and Rutland Local Medical Committee (LLR LMC) sets out the number of Committee members who may be elected to its Governing Body.

The Committee shall consist of no more than 11 elected members, and half of the current governing body seats are up for renewal (5 seats), as follows:

* 2 elected members from Leicester City
* 2 elected members from Leicestershire County
* 1 elected member from Rutland

1. Purpose of the role

* We need enthusiastic, strategic thinkers who want to play an active part in supporting colleagues in primary care
* Be ahead of the game contributing to the discussion before the decisions are made, shaping the future of primary care in Leicester, Leicestershire and Rutland
* Shape the strategy, think beyond the present to meet the needs of our members in the future as well as now

This is a challenging time for us all and at the LLR LMC we are committed to working with colleagues, partners and stakeholders to ensure that our members are advised, supported and represented in the most effective way possible.

1. Responsibilities of the role

As an elected Committee Member, you will be required to:

* Consider and approve the Annual Report and Statutory Accounts
* Discuss and develop the strategic and business plans of the LLR LMC and LLR LMC Ltd
* Be an effective ambassador of the LLR LMC
* Discuss and develop the Terms of Reference of Sub-Committees or groups as are required and review regularly their performance and continued relevance
* Facilitate development of the LLR LMC policies
* Actively participate at all Board meetings and the Annual General Meeting
* Actively participate in one or more Sub-Committees of the Board
* Review the LLR LMC’s performance against the Business Plan and Budget
* Support the activities of the LLR LMC in any way he or she is able
* Undertake and accept all duties and responsibilities as determined by the LLR LMC’s Articles of Association
* Work collectively with other members of the Board to give direction to, and ensure the smooth running of, all aspects of the LLR LMC
* Accept the duties and legal responsibilities as a Non-Executive Director of the limited company
* Conduct yourself in accordance with the Seven Principles of Public Life

Attributes needed for the role:

* An ability to communicate effectively
* An ability to facilitate organisational growth
* High levels of energy, motivation, persistence and enthusiasm to promote the LMC and enhance its position at local, regional and national levels
* Knowledge of the health economy and strategic planning and budgeting
* Knowledge and experience of the needs of the local health economy
* The ability to self-manage and work in a team, with individuals holding different interests and opinions

1. Who can stand

All GPs in a substantive post (Partner or Salaried GP) working in a levy paying practice in Leicester, Leicestershire & Rutland that are on the performers list are eligible to be nominated.

1. The Structure

Each Committee Member will be a member of the Leicester, Leicestershire and Rutland Local Medical Committee (LLR LMC) governing body. The Committee member’s term of office will be for a period of four years; however, a Committee Member may choose to retire after two years in post.

1. Legal Responsibility

In addition to membership of the LMC Committee the successful candidate will be a Director of the Leicester, Leicestershire and Rutland Medical Committee Ltd (LLR LMC Ltd). This limited company holds the legal responsibility and appropriate indemnities for the actions of the Company and Committee.

1. Remuneration

All Committee members are required to take an active part in monthly board meetings. The Committee will be paid monthly by BACS in arrears via the payroll system for any board meetings remunerated at the rate of £270.00 (two hours meeting plus one hour of preparation).

Remuneration is taxable and NI contributions are payable. If you have any questions in respect of the remuneration you are advised to take appropriate financial advice.

Any additional duties will be carried out on an optional basis and remunerated at the rate that is agreed by the Governing body and will be paid to the GP practice on the production of an invoice and completed claim form**.**

1. When do we meet?

The Committee meetings will take place on the second Wednesday of every month, 2.00-4.00pm with a light lunch will be available from 1.00pm at the venue.

In addition to the Committee meetings, each Committee member will be expected to attend the annual AGM and any specific training sessions.