



THE COLLEGE OF  
OPTOMETRISTS

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### ROLE DESCRIPTION FOR COUNCIL MEMBER

The College's governance structure ensures that its direction and strategy are informed by the views of a representative cross section of membership on College Council. We want all types of optometrists from a diverse range of backgrounds and with different levels of experience. The key is you should be interested in the development of the profession, have an enquiring, critical and open mind, and willing to express your views.

As a volunteer you will act as the conscience of the College, monitoring the performance of the Board of Trustees and ensuring that the College remains true to its principles and accountable to its membership. This is a voluntary position although reasonable expenses for travel, accommodation, subsistence and childcare will be reimbursed by the College. We also provide free registration for our Optometry Tomorrow conference.

#### **Purpose of role**

Council members:

- Set the strategic direction for the College in leading the profession.
- Are the College's regional representatives, enabling a two-way dialogue with local members.
- Are advocates for the College and the profession.

#### **Key characteristics of candidates**

Ideal personal attributes:

- An effective communicator
- Trusted and reliable
- Proactive and willing to express your views
- Well organised with strong attention to detail
- Committed to the development of the profession
- Good team working and influencing skills

#### **Personal and professional development**

You can expect to gain from:

- Greater understanding of local and national issues
- Access to a network of friendly and informed clinicians
- The ability to influence national development of optometry and optics
- Career development and a greater local profile
- Experience of working in a representative and collaborative role
- Training opportunities, including media interview skills and facilitation
- Additional knowledge, clinical insights and transferable skills and which you can use in your day job.

#### **Main activities**

Council members:

- Attend and actively participate in Council meetings and regional events.
- Bring members' views directly to the College's attention, which may have been received, for example, through conversations at meetings and events or via online communications.

- Share the College's thinking, direction and activity within their region by supporting local networks and attending College and industry events.
- Elect the President, Vice President, Treasurer and trustees.
- Contribute to specific areas of the College work, for example through committees and working groups, requests to contribute to consultations, assist in the development of the College public relations activity or act as a spokesperson for the College

### Term of office

The normal term of office for a member of Council is three years. Subject to re-election, a member may serve up to four terms of three years consecutively.

### Time commitment

The time commitment for the core role is a minimum of seven days per year, although this could be more if you choose to get involved in other areas of College work, or attend any local network meetings (e.g. LOCs, ROCs) and industry events within your region. If you put yourself forward for a College committee, there will be a requirement to attend at least one meeting in person per year. In addition to the meeting duration, additional time is needed to read the papers and prepare for the discussions.

Core Activity	When	Where	Time Commitment
Council 'AGM' meeting	April	Varies	½ day (evening dinner ahead of conference)
College AGM and Conference	April	Varies	2 days
Full day Council meeting	June	London	1 day
Diploma Ceremony	November	London	1 day
Full day Council meeting	November	London	1½ days (evening dinner and full day meeting) following Diploma Ceremony
Regional events (in your region)	Varies	Varies	2 x ½ days (evenings)
<b>Minimum commitment</b>			<b>7 days + ½ day preparation</b>
Additional committees (which normally meet twice a year)	Varies	London	Normally ½ day + preparation per meeting