

# The roles of the Society's Officers

The Council of the Royal Pharmaceutical Society has asked *The Journal* to publish the job specifications for the Society's President, Vice-President and Treasurer in

advance of the election of Officers for 2002-03 at the Council meeting on 12 June.

The Council decided to formulate job specifications for these three Officers at its meeting in February 2000 (*PJ*, 12 February

2000, p249), when it also approved a new, more open mechanism for the election.

The job specifications, which have been revised since they were last published, are set out below.

## The President

The President provides effective leadership of the Council and promotes the Council's agreed strategy and policies for the profession in the public arena.

**The office of President** The office of President is specified in the Charter and the terms of office are determined by the Byelaws. The President is elected annually by the Council at the first meeting following the annual general meeting and is designated an Officer of the Society.

### Remit of the President

- 1 To chair all meetings of the Council
- 1 To lead the communication of the Council's strategy and policies to the membership
- 1 To preside at all general meetings of the members including the annual general meeting and any special general meeting convened by the Council
- 1 To be an *ex officio* member of all committees (including the Scottish and Welsh Executives) and assist in assessing their effectiveness and that of the organisation
- 1 To represent and further the views of the Society at meetings with Ministers, lead-

ers of other professions, and other pharmaceutical bodies

- 1 To represent and further the Society's interests in the public arena
- 1 To represent the Society at appropriate meetings, including overseas
- 1 To chair the meeting of auditors held prior to the annual general meeting to certify and sign the accounts
- 1 To attest the affixing of the common seal of the Society
- 1 To undertake the duties of an Officer of the Society and to chair the meetings of the Officers.

**Eligibility for office** The President must be a member of Council and a pharmacist.

**Term of office** The President is elected annually and the term of office runs from the first Council meeting held after the annual general meeting. The President should normally be expected to hold office for more than one year, subject to annual re-election. The maximum term of office is three years. The President shall hold office so long as he is a member of Council and elected to the position.

## The Vice-President

The Vice-President has a particular focus on monitoring the overall effectiveness of the organisation and in particular its committees and will deputise for the President when he is absent.

**The office of Vice-President** The office of Vice-President is specified in the Charter and the terms of office are determined by the Byelaws. The Vice-President is elected annually by the Council at the first meeting following the annual general meeting and is designated an Officer of the Society.

### Remit of the Vice-President

- 1 In the absence of the President, to chair meetings of the Council
- 1 To communicate the Council's strategy and policy to the membership
- 1 To preside at general meetings of the members including the annual general meeting and any special general meeting convened by the Council in the absence of the President
- 1 To chair meetings of the Resource Management Committee
- 1 To be an *ex officio* member of all commit-

tees (including the Scottish and Welsh Executives) and assess their effectiveness

- 1 On behalf of the President, to monitor the activities of committees and their chairmen and take the lead in assessing their effectiveness and the overall effectiveness of the organisation
- 1 To deputise for the President on such other occasions as may be required
- 1 To attest the fixing of the Common Seal of the Society
- 1 To undertake the duties of an Officer of the Society.

**Eligibility for office** The Vice-President must be a member of Council and a pharmacist.

**Term of office** The Vice-President is elected annually and the term of office runs from the first Council meeting held after the annual general meeting. The Vice-President should normally be expected to hold office for more than one year, subject to annual re-election. The maximum term of office is three years. The Vice-President shall hold office so long as he is a member of Council and elected to the position.

## The Treasurer

The Treasurer advises the Council on resource matters and ensures that resources are allocated and managed in accordance with Council policy and that the Society's financial affairs are conducted with probity, accountability and transparency. Resources include finance, human resources, information management and technology, estates and benevolence.

**The office of Treasurer** The office of Treasurer is specified in the Charter and the duties and terms of office are determined by the Byelaws.

### Remit of the Treasurer

- 1 To advise the Council on resource policies including finance, investment, human resources, information management and technology, estates and benevolence
- 1 To oversee implementation of Council policies by the Resources Directorate
- 1 To oversee budgetary monitoring by the Resource Management Committee, and the approval of changes, ensuring major changes are submitted to the Council for consideration
- 1 To present annual budgetary proposals and options to the Council for consideration
- 1 To ensure that the accounts are prepared and approved according to agreed procedures
- 1 To ensure proper procedures and internal controls are in place and implemented
- 1 To ensure an adequate audit function
- 1 To be a member of the Resource Management Committee
- 1 To attend meetings of the Audit Committee
- 1 To undertake the duties of an Officer of the Society.

**Eligibility for office** The Treasurer must be a member of Council and a pharmacist.

**Term of office** The Treasurer is elected annually and the term of office runs from the first Council meeting held after the annual general meeting. The Treasurer should normally be expected to hold office for more than one year, subject to annual re-election. The maximum term of office is three years. The Treasurer shall hold office so long as he is a member of Council and elected to the position.