



Lay Advisory Group

Terms of Reference

1. The College's Mission Statement

The Royal College of Pathologists' mission is to: advance the science and practice of pathology; further public education in the field of pathology; and, promote study, research and innovation in pathology and disseminate results.

2. Purpose

The main role of the Lay Advisory Group is to act on behalf of the College as a "critical friend", raising appropriate questions regarding the work of the College and to "horizon scan" for issues of concern to the College and give advice as appropriate. They will advise the Council, Trustee Board and Committees requiring lay input on matters of concern to the public and ad hoc issues as required.

3. The Lay Advisory Group Members will:

- a) Become familiar with the College, its overall processes, and the detailed work of specific group(s) or committee(s). This may include occasional attendance at Council as an observer.
- b) Through membership of one or more College Committees, advise the College Council and provide a lay perspective on College matters, acting as a 'critical friend'.
- c) Remain abreast of the College's activities through access to Presidents' newsletters, the Bulletin and website and regular dialogue with the Clinical Director for Publishing and Engagement.
- d) As needed and by with guidance on the specific requirements, provide lay input to ad hoc groups as required e.g. to develop a College policy position on specific topics of public concern.
- e) Horizon scan for issues of possible interest to the College and input to College Committees if appropriate or to the Clinical Director for Publishing and Engagement.
- f) Attend an annual information sharing meeting at the College for members of the Lay Advisory Group as well as at least one meeting by teleconference.
- g) Contribute as required to an annual report to Council that is submitted by the relevant committee(s) on which they sit.
- h) Provide a written report of their contribution to the Committee(s) on which they sit and any other College group or activity which they may have advised on. This will be collated and submitted to Council via the Clinical Director for Publishing and Engagement.

4. Composition of the Lay Advisory Group

The Lay Advisory Group will be made up of up to 9 members, each with a term of appointment of 3 years which is renewable for a further 3 years. The group will comprise members with generic roles for a range of lay input as well as specific roles for designated areas of College work. These will be described in the relevant role descriptions and person specifications.

5. Recruitment

- a) The College Council will identify Committees/functions within the College which require lay input and recruit people with appropriate background/skills to these specific roles.
- b) An induction programme will be organised by the Clinical Director for Publishing and Engagement, with support from the Corporate Administration Manager.

6. Governance

- a) Oversight of the Lay Advisory Group will be the responsibility of the Clinical Director for Publishing and Engagement, who will also be the group's point of contact for substantive matters
- b) Administrative support will be provided by the Committee Services team.

7. Meetings

- a) The group will meet three times a year for networking and information sharing. The meetings will be co-chaired by the President or the VP for Communications and the Clinical Director for Publishing and Engagement. The last meeting of the year will be followed by a 'thank you event' with College officers.
- b) Members will be asked to attend the meeting of the Committees they have been recruited to.

8. Resources

Travelling expenses will be paid to members of the committee in line with the College's expenses policy. The expenses policy is available on the website. Claims should be made through the College's on-line finance system.

NOTE: Role descriptions will be provided for;

- a) General lay members (these may also be directed to specific roles to provide input to specific policy matters or short-term working groups)
- b) Specific lay members for permanent roles such as required for curriculum review, exams review (COG/CAG submissions), Examinations Committee, MCP, Stage 2 appeals and candidate/examiner misconduct, examination governance issues

Terms of Reference agreed at Trustee Board meeting

12/12/19

Review date (every 3 years)

October 2022