



RCCP Advisory Council Terms of Reference

The following rules governing the Advisory Council are made by the Registration Council for Clinical Physiologists (RCCP).

1. Introduction

1.1 The Advisory Council is a key stakeholder for the RCCP Board to provide the Board with senior scientific professional expertise and knowledge, and to supply clinical leadership, advice, opinion, guidance and recommendations from a variety of informed perspectives regarding the operations of the RCCP in pursuit of its mission. It is the intention of RCCP to draw membership of the Advisory Council from all professional bodies from whom RCCP hold registrants.

The Advisory Council is comprised of a unitary body with an Independently Appointed Chair who also sits on the RCCP Board as a non - voting member.

2. Functions and Duties

2.1 Provide advice, challenge, recommendations and informed opinion to the RCCP Board and the RCCP Sub Committees:

This shall include, but not be limited to:

- On-going policy development conducted by the RCCP related to the standards and associated policy and guidance to implement them
- Application of the standards and methodologies in the field
- Contribution to governance and scrutiny of adherence to plans/strategies

2.2 Provide strategic and tactical advice regarding other functions of the organisation, including where appropriate, associated commercial development, outreach and communications programmes.

2.3 Provide intelligence, advice and views on existing and emerging issues which may affect the ability of the RCCP to implement its business.

2.4 Contribute and provide advice to the RCCP Strategic Plan, and the strategic priorities of the organisation on a regular basis.

2.5 Address and give views on specific matters on which the Board, Board Sub Committees and/or the Executive requests advice.

2.6 Assist the RCCP to better work and communicate with the various stakeholder constituencies and geographies represented on the Council.

3. Membership

3.1 Membership of the Advisory Council will be selected from each of the representative professional groups registered with RCCP. Ideally professional bodies will nominate a representative from their number to sit on the Advisory Council, but in the absence of a chosen representative RCCP will identify a suitable individual.

3.2 The RCCP Board shall formally endorse membership of the Advisory Council, consistent with its Articles of Incorporation, Mission Statement and Values.

3.3 Each representative may identify a deputy from the same professional background to attend as an observer in the leads absence, subject to approval from the Advisory Council Chair.

3.4 A member of the Advisory Council may not, while a member, be appointed to any position within the executive office under the Community Interest Company.

3.5 Members are expected to declare any conflicts of interest and excuse themselves from matters where they have a direct conflict.

3.6 A member of the Advisory Council may be removed by the Board for any of the following reasons:

- a. Resignation of office by notice to the Chair of the Advisory Council;
- b. Absence for four consecutive in-person meetings of the Advisory Council (without prior agreement with the Chair);
- c- If a member is specifically representing an association or body and their employment changes, such that they can no longer work in this capacity.
- d. Employment with the RCCP
- e. The RCCP Board recommends removal for failure to perform as a member or due to a conflict of interest that is antagonistic to the interests of the RCCP, or to a violation of the RCCP's confidentiality rules.⁴

4. Chair

4.1 The Board shall appoint one Independent Chair. The Chair shall initially be appointed for a two year term and their tenure can be extended for a second term.

4.2 The Chair of the Advisory Council shall be a non-voting member of the Board and shall be subject to appointment as a Board Member in accordance with CIC's procedural requirements.

4.3 The Chair of the Advisory Council shall engage with Advisory Council members to determine issues that require consideration by the RCCP Board. The Advisory Council may also submit views directly to the Board for consideration, subject to agreement by the RCCP Board Chair.

5. Meetings

5.1 Formal, meetings of the Advisory Council shall be held at least twice per year and can utilise virtual meeting technology.

5.2 Notice of a formal meeting of the Advisory Council shall be at least 6-weeks prior to the date of the meeting.

5.3 The Chair shall determine the agenda for meetings of the Advisory Council after inviting input at least two (2) weeks before the agenda is finalised. The Chair will also consult with the Board, the RCCP Executive and Chairs of the RCCP Sub Committees for agenda topics from which they desire Advisory Council consideration.

5.4 Any member of the Advisory Council may propose any matter which is relevant to the function of the Advisory Council to be considered for discussion at the meeting.

5.5 No business shall be discussed at any formal meeting of the Advisory Council unless a quorum of 3 members are present.

5.6 The Chair of the Board and the RCCP Chief Executive shall be entitled to attend and speak at meetings of the Advisory Council but shall not be entitled to vote. Only Advisory Council members will be entitled to vote.

5.7 RCCP will only cover the expenses of the chair and any specifically invited individuals.

6. Confidentiality

6.1 Members of the Advisory Council may become privy to materials in the conduct of their duties that are confidential in nature or restricted for wider distribution. Under these circumstances confidentiality should be maintained and failure to do so could result in removal of membership from the Advisory Council. All materials shared with the Advisory Council are assumed to be confidential, unless otherwise stated.

7. Observers

7.1 Observers may attend Advisory Council meetings with prior approval of the Chair. Requests for observer status must be submitted at least two weeks prior to the meeting.

8. Secretariat

8.1 The RCCP Executive shall provide a person who shall act as secretary to the Advisory Council and perform the administrative functions in relation thereto. The Executive shall also provide a dedicated liaison person to attend all Advisory Council meetings from the Senior Management Team of the Executive.