

Job description – Vice Chair; Medical Education Leaders UK

Chair council and officers meetings if Chair unavailable and prepare agenda

Review minutes and action plans with Chair.

Contribute to and action requests for position statements and opinion from external stakeholders as needed, prepare official replies to support Chair.

Work with Chair, executive team, educational adviser and wider council to deliver meetings including the core offerings of CorBlime, wider management and leadership support and networking meetings, particularly the residential meetings.

Support Chair by deputising at CoPMED, and English Deans as well as AoMRC and NHSE WT&E subgroup meetings as necessary, preparing meeting reports. Represent views of members at these and raise important issues at council meetings.

Support executive manager when Chair on leave.

Support Chair with appointment of regional DME reps.

Write for electronic media (supported by the communication team).

Time Commitment: 1-2 hours per week (estimate) dependant on meetings schedule.