



Nominations at the RCP – principles and process

Principles

- The RCP aims to be open and transparent when appointing fellows and members to its various boards and committees
- We seek to promote a plurality of member voices across our work. We welcome and actively seek to recruit to our activities people of any race, religion, ethnic origin, disability, age, gender and sexual orientation.

Process

- Board/committee vacancies are advertised via the RCP website seeking expressions of interest from the membership. Dependent on timings other networks and routes may also be used to advertise vacancies - including the president's e-bulletin, *Commentary* and liaison with specialist societies
- Adverts for vacancies will include the Terms of Reference of the appropriate committee and a brief description of the vacant role along with 'guidance on time off for RCP duties'. Submissions and/or requests for extra information can be made via the contact supplied within the advert
- The RCP Nominations Committee considers all expressions of interest for appropriateness with regard to a particular role and may choose not to make an appointment and re-advertise the role
- The Nominations Committee is chaired by the registrar and its membership includes, among others, senior officers, Councillors and past Councillors.
- The Nominations Committee will consider a current CV from each candidate plus a short (one side of A4) statement of interest in the opportunity, highlighting how a candidate would be able to contribute.
- The Nominations Committee may choose to seek advice from outside its membership in order to make a decision - this could be from a specialist society or RCP committee.
- Where necessary, the Nominations Committee may rank the top three applications (1, 2, 3) and contact the applicants in that order in case they are unable to take on a role. This will occur before unsuccessful applicants are contacted to ensure a vacancy is filled.