

# THE MALTA COLLEGE OF FAMILY DOCTORS – STATUTE

## 1. Title and Type of College

- 1.1. The title shall be “Malta College of Family Doctors”(hereinafter referred to as the ‘MCFD’).
- 1.2. The MCFD shall be an autonomous academic institution whose principal object will be to encourage, foster, set and maintain the highest possible standards in the speciality of family medicine in Malta and to sustain and improve the professional qualifications of members of the medical profession in Malta who are engaged in family medicine and for that purpose to take or join with others in taking any steps consistent with the nature of that object or which may assist towards the same.
- 1.3. The MCFD is the official representative of Family Medicine recognised by the Medical Specialist Accreditation Committee of Malta.

## 2. Objectives

- 2.1. To promote high standards in the Speciality of Family Medicine in Malta.
- 2.2. To encourage the provision of a high standard of teaching and training for undergraduates and graduates who may be engaged in Family Medicine in Malta.
- 2.3. To support organizations or bodies, either within or without the structure of the College, designed to further the object for which the College is established.
- 2.4. To conduct, direct, encourage, support or provide for research in matters relating to the Speciality of Family Medicine and encourage dissemination of results of studies.
- 2.5. Organize, or support the organization of courses or other educational activities designed to enhance the knowledge, skills, and attitudes of medical practitioners in Family Medicine.
- 2.6. To organize and conduct formal summative assessments leading to licensing as a Specialist in Family Medicine.
- 2.7. Maintain a formal membership of the Malta College of Family Doctors for its members.
- 2.8. To structure and support quality assurance and audit projects in the Speciality of Family Medicine.
- 2.9. Diffuse information on all matters relating to Family Medicine through professional publications (and other media), and hold such meetings, conferences, seminars, and instructional courses as may assist the object of the College.
- 2.10. To sensitise public opinion in Malta in relation to Family Medicine.
- 2.11. To pursue such other activities, including establishing and liaising with international contacts, which are deemed to be consonant with the aims of the College.
- 2.12. To establish a register of members of the College and to publish and revise the same on a yearly basis. The updated register of College members must be made available to the Electoral Commission prior to elections.

### 3. Status

- 3.1. The MCFD shall have a body corporate having a separate and distinct legal personality. It shall, subject to the provisions set out in this Statute, be capable of entering into any contract, of acquiring, holding and disposing of any kind of property both movable and immovable, of employing personnel for the purposes of its operations; and of suing and being sued in any Court of law or other judicial, administrative or other adjudicative body, or other Tribunal or arbitral body, compromise issues, hold bank or other accounts and in general have all such powers as are by law attributed to legal persons.
- 3.2. Nothing in this document shall be deemed, construed or interpreted as to hold or render the Founders, the Administrators or the beneficiaries of the MCFD personally responsible for any debts incurred or obligations assumed by the College unless this is unacceptable at Law.
- 3.3. The College shall not have political or religious affiliations of whatsoever nature and shall in all cases conduct its business with respect to diversity and without any form of hindrance or interference from such quarters.
- 3.4. The College may, at its discretion, choose to seek the assistance of a Legal Counsel of its choice.
- 3.5. The MCFD shall exercise its functions, either directly in general meeting, or through a Council or councils/sub-committees duly set up in terms of this statute.

### 4. Representation

- 4.1. The legal representation of the MCFD, that is to say deeds of whatsoever nature and any other documents binding the MCFD shall be entered into and signed by the President, Secretary and Treasurer in solidum.
- 4.2. Likewise, the judicial representation of the MCFD shall also be vested in the President, Secretary and Treasurer in solidum.

### 5. Membership

- 5.1. The persons eligible for membership in the MCFD shall be classified under two categories of membership, namely :
  - a) Members
  - b) Associate Members
- 5.2. Applications for membership, on the prescribed form, should be submitted for consideration by the Council. The applications shall contain such information as the Council may from time to time require.
- 5.3. A **Member** of the Malta College of Family Doctors shall:

- be a medical practitioner fully licensed to practice Medicine in Malta, and engaged in, or concerned with the practice of Family Medicine. His/her name should be entered in the Specialist Register for Family Medicine of the Medical Council,
- adhere to the codes of practice of the College and the Medical Council of Malta,
- spend a number of hours of continuing medical education as determined from time to time by the Council,
- have satisfied such criteria, as defined by Council, for the granting of a Certificate of Membership of the College. Such Members shall be the only category of members who can carry the appellation MMCFD after their name.

The title of Member shall remain at all times the prerogative of the College.

- 5.4. A Member shall be entitled to receive all general notices sent out by the College to its members, to attend, speak and vote at College meetings and elections and generally to participate in the activities of the College.
- 5.5. Any qualified medical practitioner may apply to become an **Associate Member of the Malta College of Family Doctors**.
- 5.5.1. An **Associate Member** shall be entitled to receive all general notices sent out by the College to its members and speak at general meetings of the College and generally to participate in the activities of the College but he/she shall not be entitled to vote at College meetings and elections and cannot be a Council Member.
- 5.6. Applications for membership from overseas and from doctors who have retired from active medical practice but are still registered medical practitioners shall be considered on an individual basis by the Council
- 5.7. The College Council shall have absolute discretion whether to accept or reject any application for admission as a Member/Associate member and shall be bound to assign a reason for its decision. However it shall not discriminate in any way between applicants by reason of sex, race, colour, or creed. All applicants, who are rejected membership, will have the right to appeal Council's decision within three months. Such appeal shall be heard by the Appeals Board of the College within three months of receipt of the written objection. The decision of the Appeals Board shall be final and binding to all parties.
- 5.8. Any Member / Associate Member of the College who ceases to be a registered medical practitioner for any reason, or as outlined in 11.2.4, shall ipso facto cease to remain a member of the College.

## **6. Fees and Subscriptions**

- 6.1. Every applicant for membership of the College, in whichever category, shall pay the College such application fee, if any, as applicable at the time and determined by the College.
- 6.1.1. No application shall be considered until such fee has been paid and such fee shall not be reimbursed, in whole or in part, if the application is not accepted.

- 6.2. Every member shall pay an annual subscription fee, as determined by the College, according to his/her category of membership.
  - 6.2.1. Members, shall pay the full annual subscription fee determined by the College.
  - 6.2.2. Associate Members shall pay 75% of the annual subscription fee for Members.
  - 6.2.3. Members above the age of 80years, who have paid their subscription fees on a consecutive basis for the previous five years, shall pay 50% of the subscription fee for Members.
- 6.3. Subscription fees shall be payable annually by not later than the 31<sup>st</sup> March of the current year.
- 6.4. In the eventuality that a Member/Associate defaults on his/her subscription, he/she will be sent a reminder on a monthly basis for a period of three months after the 31<sup>st</sup> of March of the said year, after which he/she will automatically no longer be regarded as a Member/Associate, without any form of appeal.
- 6.5. Members are responsible for keeping their subscriptions up to date, and to inform the College of any change in their data.

## **7. Honorary Fellows and MCFD Fellows**

- 7.1. During a General Meeting, the College may, upon the recommendation of the Council, from time to time, appoint any person to be an Honorary Fellow ( Hon. FMCFD ).
  - 7.1.1. An Honorary Fellow shall be entitled to receive all general notices sent out by the College to its members, but shall not as such rank as a member of the College or be entitled to attend General Meetings.
- 7.2. During a General Meeting, the College may, upon recommendation of the Council, appoint any Member of the College of not less than five years standing to be a Fellow of the College. (FMCFD). An MCFD Fellow shall retain all the rights and responsibilities as a Member.
  - 7.2.1. Any appointment pursuant to subsection 7. 2 shall be subject to the payment by the appointee of such enrolment fee (if any) as may be determined by Council.

## **8. Elections & Consitution of Council**

- 8.1. The management of the College shall be entrusted to a College Council composed of not more than nine members.
- 8.2. The election of the Council shall take place within three (3) years from the last election, or earlier if College Council receives a vote of no confidence at a General Meeting.
- 8.3. The appointed Electoral Commission shall be responsible for holding elections when they are due.
  - 8.3.1. The Electoral Commission shall consist of three (3) members, and two (2) substitute members in case of need.

- 8.3.2. Members of the Electoral Commission shall not be eligible to run in the election for Council Members
- 8.3.3. The President shall instruct the Honorary Secretary to inform the members of the Electoral Commission, appointed at the Annual General Meeting, in writing.
- 8.4. The following provisions shall apply as regards the election of Council members:
- 8.4.1. A candidate becomes eligible for election to the Council after one full year's membership of the College.
- 8.4.2. Furthermore, with regards to the nominations:
- a) A call for nominations for President and Council member posts shall be sent to members by the Electoral Commission by not later than thirty(30) days after the Annual General Meeting (AGM) of an election year, or if an election is called earlier.
  - b) Nominations for election shall be received in writing by the Electoral Commission at the MCFD postal address, and vetted by two members of the Electoral Commission, within two (2) weeks of the date of issue of the call for nominations.
  - c) Nomination forms, received by the Electoral Commission, shall be signed by two Members, and shall include a statement signed by the candidate nominated indicating his/her willingness to serve on Council if elected.
  - d) Nominations for President shall be received separately in accordance with subsections a, b, and c above and a ballot for this post shall, if necessary, be held concurrently with that for posts of other Council Members.
  - e) The Electoral Commission shall publish a detailed list of nominated members within five (5) days of the closing date for nominations.
  - f) No incumbent President shall be eligible for re-election after having served a maximum period of six (6) consecutive years. In the event that there are no nominations for a new President when his/her term of office expires, the incumbent President will be asked to continue occupying the post for one year following which, the Electoral Commission shall issue fresh calls for nominations for President.
- 8.4.3. If in respect to elections the number of nominations exceeds the number of vacancies, a postal ballot shall be held within the three weeks following on the closing date for nominations. If there are fewer nominations than the number of vacancies, then, the new Council will have the right to co-opt not more than two Members to Council with full voting rights. However if the total number of members of the prospective new Council, including co-opted members, still falls short of the required nine members, then a fresh call for nominations for the vacant Council Member/s post/s, will be made by the Electoral Commission.
- 8.4.4. Every Member shall be entitled to vote, and for this purpose voting papers shall be sent by the Electoral Commission along with notification of the place and time at which the counting of votes is to take place. Claims of non receipt of ballot papers will only be accepted if accompanied by an affidavit.
- 8.4.5. Ballot papers will be in such form as the Electoral Commission will deem relevant and shall show the number of Council vacancies to be filled, the names of the candidates, and any other instructions, such as for the proper completion of the said ballot papers, as deemed fit

by the Electoral Commission. All ballot papers shall be signed by all three members of the Electoral Commission.

- 8.4.6. Ballot papers duly completed in accordance with any instructions thereon, must be received by the Electoral Commission at least two weeks before the annual General Meeting of an election year. In the case of elections carried out not in an election year, duly completed ballot papers must be received by the Electoral Commission by a specified closing date as set by the said Electoral Commission. Votes received after the specified closing date shall not be deemed as valid.
- 8.4.7. The Chairman, together with the other members of the Electoral Commission, shall be responsible for ensuring the validation of votes and their counting.
- 8.4.8. The Chairman of the Electoral Commission shall announce the result of the ballot at the annual General Meeting of an election year, or at an Extraordinary General Meeting called for the purpose. The New Council shall take up office during such meeting upon the announcement of the election results.
- 8.4.9. In the event of an equality of votes cast on the ballot for two or more candidates, a further secret ballot (in which only such candidates shall compete) shall be taken at the General Meeting. Every Member attending the meeting shall be entitled to vote. If the equality of votes fills all the vacancies, then this clause will not apply.
- 8.5. The office of Member of Council shall be vacated in any of the following events:
  - 8.5.1. If the member resigns in writing, and such resignation is accepted by Council.
  - 8.5.2. If the member is found guilty of serious professional misconduct by the Medical Council of Malta.
  - 8.5.3. If the member is absent from meetings of the Council for six months without justification.
  - 8.5.4. If the member ceases to be a member of the college.
  - 8.5.5. If the member is removed pursuant to ordinance 8. 6.
- 8.6. During the General Meeting, the College may remove from office any member of the Council before the expiry of his/her period of office by a simple majority vote.
- 8.7. When a vacancy on the Council arises for any reason whatsoever, the candidate obtaining the highest number of votes among the non-elected candidates in the previous ballot shall be elected Member of the Council.
  - 8.7.1. If for any reason the vacancy is not so filled, a fresh ballot shall be called by the Electoral Commission within two weeks.
  - 8.7.2. No fresh ballot shall be called if the vacancy arises within six months prior to the Annual General Meeting of an election year.
  - 8.7.3. The Council shall be empowered to nominate a member to fill a vacancy if such is not filled in terms of the provisions above.
  - 8.7.4. Any member of the Council appointed in terms of the above provisions shall hold that post until the next Council elections.

## 9. Proceedings of the Council

- 9.1. Within seven days of the announcement of the election results, the President shall convene the Council to elect its officers.
  - 9.1.1. The Council will be composed of nine members. The Council Officials shall include the:
    - a) President (Chairman) whose responsibilities are listed in Annex 1 attached to this Statute, but which may be changed from time to time.
    - b) Vice President.
    - c) Honorary Secretary, whose responsibilities are listed in Annex 2 attached to this Statute, but which may be changed from time to time.
    - d) Honorary Treasurer, whose responsibilities are listed in Annex 3 attached to this Statute, but which may be changed from time to time.
    - e) College Registrar, whose responsibilities are listed in Annex 4 attached to this Statute, but which may be changed from time to time.
    - f) The other Council members shall have different Secretariats assigned to them according to the Council's exigencies.
- 9.2. The Council shall hold meetings and shall adjourn and otherwise regulate its meetings as it deems fit.
  - 9.2.1 Questions arising at any meeting shall be determined by a majority of votes. In case of an equality of votes, the Chairman of the meeting shall have a casting vote.
- 9.3 The President, the Honorary Secretary, or at least three Council members may at any time summon a Council meeting.
- 9.4 The quorum necessary for the transaction of business of the Council shall be at least five members.
- 9.5 The President shall preside any meeting of the Council. Failing this, the Vice President shall preside. However if at any meeting neither of them is present, then the members of Council present may choose one of their number to be Chairman of the meeting.
- 9.6 The Secretary (and in his/her absence the Asst. Secretary) shall be responsible for keeping a record of all proceedings transacted at General and Council meetings and also:
  - a) All appointments of Officers by the Council.
  - b) The names of members of Council present at each meeting of the Council, and of any Committee, Sub-committee and Secretariats.
  - c) All resolutions and proceedings at all meetings of the College and the Council.
- 9.7 The Council may delegate any of its members (including co-opted members) to conduct any business on its behalf.
- 9.8 The Council may delegate any of its duties to working Committees, Sub-committees and Secretariats consisting of such member/s of its body as it deems fit.
  - 9.8.1 Any Committee, Sub-committee or Secretariat so formed shall, in the exercise of its duties, conform to any regulations that may be defined by the Council.
  - 9.8.2 Any regulations in 9. 8. 1 may provide for, or authorise, the appointment to the said Committee, Sub-committee or Secretariat, of persons other than members of the Council.

Such appointed members will have voting rights as members of the Committee, Sub-committee or Secretariat.

- 9.8.3 No resolution of any meeting of any working Committee, Sub-committee or Secretariat shall be valid or effective unless the resolution is approved by Council.
- 9.9 The Council shall set up statutory Committees, Boards and Secretariats to support its activities.
- 9.10 The Council shall be empowered to appoint any person(s) as a co-opted Council Member/s to assist Council for any purpose deemed necessary and for a period of time as it deems fit.
- 9.10.1 Such co-opted persons shall be invited to attend Council meetings at the discretion of the Council. Without prejudice to clause 8.4.3 such a co-opted member(s) will not have the right to vote.
- 9.10.2 One of such co-opted persons shall be a GP trainee representative elected every year from amongst the current trainees.

## **10. Powers of the Council**

- 10.1. The Council shall be responsible for the good management of the affairs of the College and shall exercise all College powers on its behalf, except for those affairs or powers pertaining to General Meetings as defined by the Statute. The Council members shall be in full accord with the objects and articles of this Statute.
- 10.2. The Council shall have the power to make, adopt, alter or revoke such by-laws and regulations as it deems necessary to further the aims of the College provided that such by-laws and regulations do not conflict with the Statute.
  - 10.2.1. Any resolutions of the Council for the making, adoption, alteration, or revocation of such by-laws and regulations, as per 10.2. above shall be subject to confirmation at the next Annual General Meeting. If they are not approved, the resolutions shall cease to have any effect at the conclusion of that General Meeting.
  - 10.2.2. It will be the duty of Council to inform all College members of any resolutions relating to 10.2. and 10.2.1. above.
  - 10.2.3. Without prejudice to the powers of the Council to make by-laws and regulations, the following matters shall be explicitly governed by by-laws and regulations:
    - a) Any fees payable in respect of any applications for admission to any form of membership of the College.
    - b) Any subscription fees and any other payments liable by members in respect of their class of membership.
  - 10.2.4. Any decision with regards to termination of membership shall be decided by a two thirds majority vote in Council.
  - 10.2.5. Any member whose membership has been so terminated will have the right to appeal Council's decision within three months. Such appeal shall be heard by an Appeals Board of the College within three months of receipt of the written objection. The Appeals Board shall



be made up of three non council members and is appointed during the AGM. The decision of the Appeals Board will be final and binding to all parties.

- 10.2.6. Any member whose membership is proposed to be terminated shall be entitled to be informed of the charge made against him/her. Such a member or associate shall have the right to hear all witnesses, to cross examine all witnesses testifying against him/her and shall have the right to call any witnesses for his/her defence, and nominate any person, to defend or represent him/her.
- 10.3. All cheques, promissory notes, drafts, bills of exchange, and other negotiable or transferable instruments and all receipts for money paid to the College shall be signed, drawn, accepted, endorsed or otherwise excluded as the case may be, in such a manner as the Council shall determine by resolution from time to time.
- 10.4 The President, the Vice President, the Honorary Secretary, the Treasurer, and the Registrar, or any person appointed or nominated for the purpose shall have the power to authenticate any document affecting the constitution of the College, and any resolution passed by the College or by Council or any committee of Council, and any books, records, documents and accounts relating to affairs of the College, and to certify copies thereof or extracts there from, as true copies or extracts.

## **11. General Meetings**

- 11.1. The College shall hold a general meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Council, and shall specify the meeting as such in the notices calling it. In any case, not more than fifteen (15) months shall elapse between any two (2) Annual General Meetings.
- 11.2. The Council may convene an Extraordinary General Meeting when it considers necessary or when it receives a written request from not less than 20% of the members of the College, in which case, it shall convene an Extraordinary General Meeting within one month from the receipt of the request. The said request must state the objects of the meeting and must be signed by the persons making the request and deposited with the Honorary Secretary to Council.
- 11.3. A general meeting shall be called by at least twenty days' notice in writing whilst any Extraordinary General Meeting shall be called by at least a fifteen days' notice in writing.
- 11.4. The accidental non receipt of a notice of a General Meeting referred to above shall not, as a general rule, invalidate the proceedings of the meeting.
- 11.5. Every notice calling any General Meeting shall specify the place and the day and hour of the meeting as well as the agenda for discussion.
- 11.6. The agenda for the Annual General Meeting should include:
  - The minutes of the previous Annual General Meeting will be read by the Secretary;
  - The election/reconfirmation of the members of the Electoral Commission and the Appeals Board;
  - The annual reports of the President and the Treasurer;
  - Any other matter submitted by the Council.

- 11.7. Any Member wishing to propose a motion for discussion at the Annual General Meeting shall notify the Honorary Secretary in writing of such a motion by not less than ten working days from the date of the meeting. However in the case of an Extraordinary General Meeting, this period of notification to the Honorary Secretary shall be of not less than seven working days. In both instances, the Honorary Secretary is obliged to inform members accordingly.

## **12. Proceedings at General Meetings**

- 12.1. The quorum necessary for all General Meetings shall be fifteen percent of the members. Should there be no quorum no business shall be transacted.
- 12.1.1. If within thirty (30) minutes from the time appointed for any Extraordinary General Meeting (or such longer time as the Chairman of the meeting may deem fit to allow), a quorum is not present, the meeting, shall be dissolved.
- 12.1.2. If within thirty (30) minutes from the time appointed for a General Meeting (or such longer time as the Chairman of the meeting may deem fit to allow) a quorum is not present, then, the meeting shall be postponed.
- 12.2. The President shall preside as Chairman at any General Meeting. If the President is not present, then the Vice-President shall preside.
- 12.21. If at any meeting neither be present within ten (10) minutes after he time appointed for holding the meeting, then the members of Council present shall choose one of their members to be Chairman of the meeting. If no member of Council be present, then the Members present shall choose one of their members to be Chairman.
- 12.3. The Chairman may, with the consent of any meeting, adjourn the meeting from time to time and from place to place. However, no business shall be transacted at any adjourned meeting except business which might lawfully have been transacted at the meeting from which the adjournment took place.
- 12.4. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, subject as hereunder provided.
- 12.4.1. A secret ballot may be demanded on any resolution (other than a resolution for adjournment) by any Member in person. If a poll is so demanded, it shall be taken forthwith.
- 12.5. A statement by the Chairman of the result of any poll shall be minuted.

## **13. Votes of Members**

- 13.1. At any General Meeting or any postal ballot authorised hereunder, every Member shall have only one vote.
- 13.1.1. Subject as otherwise provided in these ordinances, in the case of an equality of votes, then the Chairman of the meeting shall have a casting vote.
- 13.2. No objection shall be raised as to the validity of any votes except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at

such meeting shall be valid for all purposes. Any such objection made in a timely manner shall be referred to the Chairman of the meeting whose decision shall be final and conclusive

#### **14. Accounts and Investments**

- 14.1. The Council may invest any funds collected by the College.
- 14.2. The Council shall cause to be kept proper books of accounts with respect to:
  - a) All sums of money received and expended by the College and the matters in respect of which the receipts and expenditures take place.
  - b) The assets and liabilities of the College.
  - c) All sales and purchases of the College.
- 14.3. At the Annual General Meeting the Council shall lay before the College the audited accounts for the previous fiscal year.
- 14.4. An auditor shall be appointed at each Annual General Meeting and shall hold office until the next AGM subject to earlier death or resignation or removal from office by the College in General Meeting.
  - 14.4.1. No person shall be appointed as, or be entitled, to act as an auditor unless he/she shall be qualified for such appointment.
  - 14.4.2. The Council may fill any vacancy in the office of auditor. This appointment may be confirmed at the next Annual General Meeting.
  - 14.4.3. The auditor shall be required to attend any General Meeting and to receive all notices of, and other communications relating to, such general Meeting which any Member is entitled to receive, and to be heard at such General Meeting on any part of the business of the meeting which concerns the auditor.
- 14.5. The books of accounts of the College shall be open to inspection by Members and of the College.

#### **15. Notices**

- 15.1. Any notice or document, may be served by the College on any Member or Associate, either personally, or by sending it through the post as a hard copy, or electronically. Ballot papers shall be sent as a hard copy by post.
- 15.2. Every College Member or Associate has the right to receive College notices whether he/she lives in Malta or abroad.

## Annex 1

### 1. PRINCIPAL RESPONSIBILITIES OF THE PRESIDENT OF THE COUNCIL

Accountable to	The College membership
Term of Office	Three years
Appointment Criteria	Membership of the Council
Election arrangements	By the college membership through a postal ballot
Overall Purpose	To provide political, academic and governance overview, and leadership of the College

#### Main Responsibilities:

1. General
  - a) To uphold the aims, objectives and values of the College and act in the best interest and enhance its reputation as a respected professional and academic body for family doctors.
2. Academic
  - a) To sign all membership and fellowship certificates.
  - b) To ensure the College promulgates clear views on the academic issues of the day
  - c) To maintain appropriate contact with academic institutions and organizations involved with academic medicine
3. Political
  - a) To ensure a clear direction for Council policies
  - b) To guide and represent the views of the Council
  - c) To ensure appropriate representation of the College at all policy-making meetings and discussions
  - d) To represent the College on Policy matters as directed by Council
  - e) To ensure appropriate relations are maintained with the Medical Council of Malta, the Health Department in Malta, and other recognized Medical Associations/Colleges in Malta and abroad.
4. Governance
  - a) To ensure that all those to whom the Council delegates its responsibilities are working to the objectives and programmes set by the Council.
  - b) To ensure maximum use is made of, and contact developed with all members and faculties to further the College's aims.
  - c) In conjunction with the Secretary of the Council, to approve all items for the Council agenda and for other meetings which he/she chairs.
  - d) To chair the Council effectively to ensure time is spent on issues which only the Council can and should decide.
  - e) To provide advice and support to the committees, sub-committees, boards or secretariats.
  - f) To ensure that all the necessary action is taken on the resolutions agreed by the Council at its meetings.
  - g) To ensure that the Council is kept informed of the achievement and delivery of its decisions and policy priorities.
  - h) To be an approved signatory for the College.
  - i) To ensure that at the end of term of office an appropriate handover is provided to his/her successor.

## Annex 2

### 2 PRINCIPAL RESPONSIBILITIES OF THE HONORARY SECRETARY TO COUNCIL

Accountable to	The Council
Term of Office	3 Years
Appointment Criteria	Membership of the Council, on nomination by Council Members
Overall Purpose	- in consultation with the President of Council to prepare the agenda for council meetings. - to oversee the operation of the governance of the College in accordance with the Statute and Bye-Laws. - to deal with all correspondence arising from Council business

#### Main Responsibilities:

- a) To uphold the aims, objectives and values of the College and act in the best interests and enhance its reputation as a respected professional and academic body for family doctors.
- b) To have strong regard for the wishes and plans of the President of Council in ensuring that Council meetings are called in such a way that he/she can carry out its responsibilities.
- c) In conjunction with the President of Council, to ensure effective arrangements for agenda setting for the Council and General Meetings.
- d) To ensure that all Council papers are written in a common, clear format and are dispatched in a reasonable time before the Council meetings.
- e) To ensure all necessary action is taken on the decisions taken by the Council.
- f) In consultation with the President of Council, officers of the Council and other members or persons as deemed appropriate or necessary, to respond, or oversee the production of responses, to requests for College comment on consultation document.
- g) In consultation with the president of Council and appropriate colleagues, to conduct correspondence and where necessary, write reports on behalf of the College and the Council.
- h) To provide support as required to the President of Council in meetings with external bodies.
- i) To be an approved signatory for the College where needed.
- j) To be the College's press spokesperson on all matters not dealt with by the President or Vice President of Council.
- k) To record minutes of all Council and General meetings.
- l) To be the named point of appeal for the Members disciplinary and grievance procedures.
- m) To ensure that at the end of term of office an appropriate handover is provided to his/her successor.

## Annex 3

### 3 PRINCIPAL RESPONSIBILITIES OF THE HONORARY TREASURER TO COUNCIL

Accountable to	The Council
Term of Office	3 years
Appointment criteria	Membership of the Council
Election Arrangements	By Council on nomination by Council members
Overall Purpose	Leading and advising the Council on all matters of finance

#### Main Responsibilities:

- a) To uphold the aims, objectives and values of the College and act in the best interests and enhance its reputation as a respected professional and academic body for family doctors.
- b) To ensure that the College complies with all the financial requirements incumbent on it as an autonomous academic institution, and ensure that all statutory requirements are met.
- c) On behalf of the Council, to test and question the use of monies by any officer or member of staff.
- d) To ensure the effective representation of the members' views in the financial decision making process.
- e) To oversee and be responsible for the preparation of an annual balanced budget, and be responsible for the preparation and presentation of the annual audited accounts.
- f) To have the responsibility for staff remuneration.
- g) To ensure clear lines of accountability through exercising his/her responsibility as treasurer.
- h) To be a signatory for the College, and with the President or Vice President of Council to be responsible for the final approval and signing of all financial transactions.
- i) To ensure that at the end of the term of office an appropriate handover is provided to his/her successor.

## Annex 4

### 4 PRINCIPAL RESPONSIBILITIES OF THE COUNCIL REGISTRAR

Accountable to	The Council
Term of Office	3 years
Appointment Criteria	Membership of the Council
Election Arrangements	By Council on nomination by Council members
Overall Purpose	To maintain an accurate and updated register of all College members

#### Main Responsibilities

- a) To uphold the aims, objectives and values of the College and act in the best interests and enhance its reputation as a respected professional and academic body for family doctors.
- b) To maintain a register of members/associates of the College.
- c) To revise, update and publish the same register on a yearly basis.
- d) To make available an updated register of College members to the Electoral Commission prior to elections.
- e) To process and maintain all applications for membership/associate membership.
- f) To process and maintain updated records of accreditation of all members.
- g) To ensure that at the end of the term of office an appropriate handover is provided to his/her successor.