



Senior Physicians Society steering committee

Terms of Reference

Role and remit

- To lead and oversee the activities of the Senior Physicians Society (SPS) including:
 - development of the annual meeting programme, monitoring proposed topics and lecturers for one-day meetings
 - the organisation of one-day meetings and social activities
 - to monitor SPS expenditure, ensuring activities are delivered within the budget set within MSGE
- To support RCP fundraising activities through retired members and fellows, widows and widowers
- To engage the wider RCP retired community with RCP and SPS activities
- To review issues affecting the retired members and fellows, raised by any member of the SPS
- To oversee the appointment of nine retired members and fellows, to support the chair in the activities of the Committee, through open calls for expressions of interests to all retiree members, ensuring that the community remains as diverse as possible
- Alignment with RCP strategy and contribution to RCP activity where appropriate

Reporting

- The committee reports to the registrar through the MSGE board, with the treasurer in attendance at committee meetings
- The committee will provide a short impact summary of activity on an annual basis to be produced by Membership engagement team and approved by the SPS committee including information on events etc

Conduct of business

- The committee will meet three times per year, attendance may be in person, by telephone or video conferencing
- In the absence of a chair, attendees will choose an alternative representative to lead a meeting
- Meeting administration is provided by the membership team
- Events are coordinated by the RCP conferences and events team, alongside the Membership team
- Conflicts of interest will be dealt with under the RCP Declarations of Interest policy

Finance and expenses

- The activities of the committee are funded through subscriptions for the SPS. An annual budget will be provided
- Reasonable travel expenses for committee members will be reimbursed in line with the RCP Expenses Policy

Constitution

Chair

- The committee chair is appointed by the committee following expressions of interest from the wider membership, overseen by the registrar
- The chair will serve for a term of three years, with the option to serve a maximum term of 6 years, with agreement

Membership

- All committee members should be in good standing, and should renew their [declaration of good standing](#) and [EDI statements](#) annually
- Aside from the chair, the committee will consist of eight further members elected from the SPS membership who are subscribing members or fellows
- Members are asked to serve for a term of three years or three plus one at the request of the chair
- Exceptionally, the chair may co-opt individuals to membership of the committee for a specific project, with a time-limited tenure

Review

The Terms of Reference should be reviewed every three years.

Last review: July 2022

Next review: June 2025