



Faculty of Pharmaceutical Medicine

*Advancing the science and practice of
pharmaceutical medicine for the benefit
of the public*

ROLE DESCRIPTION

COMMITTEE MEMBER, MEMBERSHIP COMMITTEE

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for physicians who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

The Committee

The Membership Committee advises on and supports delivery of FPM's membership offer, with a mandate to make membership of FPM more visible, more attractive and more accessible. On behalf of the Board of Trustees its work includes considering, reaching decisions on and confirming applications for membership; advising on routes to and criteria for membership; and keeping a watching brief on member value proposition and membership benefits. The Committee liaises with the Fellowship & Awards Committee where required, and reports to the Board of Trustees.

The Committee's principal responsibilities are to:

- Consider and approve applications for Membership, Associateship and Affiliateship of FPM on behalf of the Board of Trustees
- Support the professional welfare of FPM members
- Oversee the development of member networks and member networking events
- Oversee the guidance and support provided to doctors considering a career in pharmaceutical medicine
- Monitor the development of the specialty of pharmaceutical medicine and advise on the implications for FPM and its work
- Consider potential strategies and opportunities for increasing membership
- Consider the need for new membership categories and re-evaluate the entitlements and privileges of current membership categories
- When required, make proposals to the Board regarding the rules governing membership
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct
- Report annually to the Board of Trustees on the activities of the Committee and bring to the Board's attention matters requiring the Board's approval

The role

Committee members are expected to contribute to the work of the committee.

Key responsibilities include:

- To attend Committee meetings (average four a year)
- To actively contribute to the work of the committee in the areas described above
- To contribute to discussions between formal meetings of the Committee (inc. online, by email, phone etc), as required.
- To advise on and support new appointments to Committee and, when requested by the Chair, to undertake specific tasks and/or act as the volunteer lead on specific topics.
- To be proactive in raising awareness of current issues that impact upon the member experience.
- To undertake other activities on behalf of the Committee and FPM as agreed with the Chair.

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To act in compliance with FPM's values

Time commitment

The Committee will meet four times a year, and each meeting will normally last approx. 90 minutes. Committee meetings will normally be held online.

Committee members may be asked to demit if they are not able to attend meetings or contribute satisfactorily to the Committee's work. Committee members normally serve for a period of three years. This can be extended to a maximum of six years if re-appointed.

PERSON SPECIFICATION

COMMITTEE MEMBER, MEMBERSHIP COMMITTEE

Professional

Essential:

- GMC (or other relevant medical registration body) registered and in good standing.
- A current Fellow, Member, Associate or Affiliate of FPM in good standing.
- An understanding of and interest in developing policy and activities for membership.

Desirable:

- Committed to the development and promotion of the specialty of pharmaceutical medicine.
- Committed to continuing professional development.

Personal

Essential:

- Strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Strong interpersonal skills and the ability to work constructively with a mixed team of Committee members, staff and others.
- Evidence of the use of initiative.
- Willing to devote the necessary time and effort to fulfil the requirements of the role.
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and learned.

Desirable:

- Successful membership or chairing of a committee demonstrating positive contribution.
- Evidence of achievement in an activity or activities relevant to the work of the Committee.

January 2025