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**281 Station Road, Doncaster DN7 4DY**

**Tel:  01302 531223**

**Chair Dr R Shah Treasurer Dr K Lee CEO Dr D Eggitt**

**Executive Officer Jane Torn**

**Email office@doncasterlmc.co.uk**

**www.doncasterlmc.co.uk**

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| **Role title:** | Representative of Doncaster Local Medical Committee |
| **Responsible to:** | The Executive Officers of Doncaster Local Medical Committee. |
| **Tenure:**  | Four years from appointment. |
| **Representation*:***  | Limited to the geographical area of appointment. |
| **Role description and responsibilities:**  | A Representative of Doncaster LMC will* Promote the views and opinions of Doncaster LMC
* Develop and maintain effective working relationships with constituents and partner organisations
* Promote the interests of the profession
* Represent the LMC on other Bodies, where agreed with the LMC
* Keep the Executive Officers informed of potential conflicts of interest
* Complete a Locality Role Declaration
* Abide by the Policies and Procedures of Doncaster LMC
* Abide by the Constitution of Doncaster LMC
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| * Identify and communicate the views of local GPs by submitting items for agenda to LMC meetings
* Read agendas and meeting papers in preparation for meetings
* Attend and participate in LMC meetings
* Submit apologies for meetings, in advance, where attendance is not possible.
* Respond in a timely manner to Executive Officer communications
* Provide timely feedback to constituent GPs following meetings of the LMC
* Respond to queries from constituent GPs
* Keep a knowledge base sufficient to provide support to constituent members
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| **Remuneration:** | Representatives are paid attendance fees for each meeting attended, which is reviewed annually.  |
| **Confidentiality:** | Representatives must keep confidential all matters considered by the committee except matters deemed by the committee to be suitable for public disclosure.  |