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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 |
| * 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 |
| **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. |