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**Role Description**

**Role Title:** LMC Committee Member

**Main purpose of role:** To represent the constituent GPs across Nottingham City and Nottinghamshire County including Bassetlaw. To act as ambassadors for the LMC as the professional representative body and to advise and inform constituents of the issues of the day linking into the local and national landscape.

**Relationships:**

1. *Responsible to*: Chair, Nottinghamshire Local Medical Committee Limited
2. *Liaison with:* All LMC staff

**Main tasks of role:**

Clinical Leadership

1. Being encouraged to develop a clinical area of expertise or non-clinical as a subject matter expert on the LMC, with development opportunities to help in your leadership career.
2. Promotion of all LMC work within local neighbourhoods and keeping abreast of communications and events that the LMC is leading.
3. Reading important literature affecting the LMC role with the minimum requirements being to read the LMC committee email updates and quarterly newsletter.

Also encouraged to keep up with GPC update emails and LMC weekly e-updates.

1. Preparing for LMC committee meetings to represent the views of local GPs and understanding issues to be discussed on future agendas.
2. Responsibility for following up on actions identified at meetings and providing updates on those actions at future meetings.

Representative

1. Responsibility to raise own profile and that of the LMC within constituencies supported by the LMC team.
2. Attending committee meetings (minimum of four per annum) and bringing information on local issues to the meeting for discussion and feedback to localities.
3. Work with LMC team to take feedback from committee meetings back to localities as necessary and spread relevant information that they become party to as part of their committee membership.
4. Liaise with local primary care infrastructure on behalf of all NHS general practitioners in the locality. This will include the interface with primary care networks, ICBs, NHS England etc.
5. Attendance at LMC events such as the LMC Annual Conference and LMC Annual General Meeting, helping to ensure a good turnout from own localities.
6. Ensuring that motions submitted to the UK and England LMC Conferences are reflective of the needs of local GPs. Responsibility to communicate with colleague GPs within the neighbourhoods on the outcome of motions submitted.
7. Responsibility to work with colleague GPs within neighbourhoods on all matters requiring a GP response e.g. plans for new locally commissioned services etc.
8. Respecting confidentiality and upholding behaviours of the LMC at all times.

Committee Member Signed: Date:

Chief Executive Signed: Date: