



Coláiste Dhochtúiri
Teaghlaigh Éireann



*Irish College of GPs
Faculty Officers Guide*

September 2024

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INTRODUCTION

The Irish College of GPs (“the College”) is the professional body for general practice in Ireland, with over 5,100 GP members. Our purpose is to encourage, foster and maintain the highest possible standards in general medical practice. Since our foundation in 1984, we have remained committed to the education and training of GPs, enhancing their skills, competencies, and professionalism. We are dedicated to general practice education, training, research, and advocacy on behalf of the profession and patients.

Medicine is constantly evolving, and continuing professional development and education are lifelong commitments for all doctors. We support GPs throughout their professional careers in the practice of evidence-based medicine to the highest standard. We do this through the delivery of training programmes, courses, clinical guidance, and research.

Vision and Mission of the College

The Irish College of GPs places general practice at the heart of patient care, and our members at the heart of the College. Our mission is to support our members, trainees, and GP-led teams to excel and lead in general practice through comprehensive training, education, research, and advocacy. We are dedicated to ensuring the highest standards of patient care and equipping practitioners with the tools to shape the future of general practice.

Our Core Values

The College is guided by a set of core values that underpin our mission and drive our actions:

- **Leadership:** We aim to inspire and empower our members through strong leadership, aligning policies, guidelines, structures, and services to benefit our community.
- **Quality:** We are committed to achieving the highest quality standards in training, research, and medical education, supporting continuous improvement in patient care.
- **Advocacy:** We advocate for general practice as the cornerstone of an effective and equitable healthcare system, emphasizing its essential role in health delivery.
- **Sustainability:** We prioritize the long-term well-being of our members, colleagues, profession, patients, and the world around us.
- **Inclusivity:** We value diversity and strive to foster an inclusive

environment that treats everyone with respect and dignity.

- **Innovation:** We cultivate an environment that encourages innovation and best practices in all aspects of our work.

Through these principles, the College remains committed to leading the way in general practice, ensuring that GPs are supported and empowered to provide exemplary patient care.

To further the objects of the College, namely, to encourage the highest possible standards in general practice and to ensure that GPs are at the heart of the College, the College co-ordinates a network of faculties that represent general practice at a local level and organize educational activities.

Details relating to faculties are available on the College website.

This guide is intended to help faculty secretaries and other faculty officers to conduct the activities and business of the faculty in an effective and efficient manner. The faculty is governed by the College's faculty byelaws which are available on the College website.

This guide is intended as a practical support tool to supplement the byelaws.

FACULTY STRUCTURE

Members of the College can update your faculty membership directly on the [College website](#). From the login dashboard, please select My Profile, then College Faculty where you will see the Faculty listing. Once selected click on Save Changes.

COMMUNICATION

Faculty communications are coordinated by the Faculty Secretary. The College centrally sends out faculty meetings notifications and other communications on the secretary's behalf to faculty members. Faculty officers should send all notifications to issue to faculty members to info@icgp.ie

The byelaws require the faculty as a minimum to return to the College after each faculty A.G.M. a copy of each of the following

- The annual report.
- The treasurer's report.

In achieving its objectives, the College encourages its faculties to:

- Assist in formulating national policy on issues of standards

- Provide motions to be debated at the AGM of the College
- Facilitate two-way communication between the College and Faculty members, to echo the voice of general practice to shape and influence College strategy
- Be the voice and mechanism to raise and discuss local matters with HSE local regions, hospitals etc
- Provide peer support and collegiality to members.

MEETINGS

Faculty byelaws indicates that at a minimum, faculties must meet twice per year (including the faculty AGM) and ideally meetings should coincide with the College Council meetings and AGM to enable your Council representatives to report back to faculties and a report to be returned to the College in advance of the College's AGM. College Council meetings and AGM dates are posted on the website to assist faculty meeting scheduling: www.irishcollegeofgps.ie

ANNUAL GENERAL MEETINGS

The notice to members, order of business, standing orders and election procedures are as laid down in the faculty byelaws. The faculty AGM must be held not more than 3 months before the date of the College AGM. Faculty officers must establish immediately prior to the AGM which of their members are 'in good standing' since they alone are entitled to vote and be elected to office. This can be done by contacting the College Secretariat.

ORDINARY MEETINGS

At these meetings, the membership of the faculty may discuss matters of importance to the faculty, matters to bring to College's attention and local and national patient and health service matters, Meetings should ideally be structured to allow for good social interaction between members.

The Faculty Secretary is normally responsible for booking venues and making necessary arrangements. Central college assistance can be sought for these activities. Additionally, the College can assist with or organize online meetings of the faculty.

CPD recognition can be applied for in respect of faculty meetings. A minimum of 4 weeks in advance of the faculty meeting, an application for recognition should be submitted via [CPD Recognition Application \(irishcollegeofgps.ie\)](http://www.irishcollegeofgps.ie) by the faculty secretary.

Once approved, the faculty secretary will be issued with a CPDR code to provide to attending GPs, who can log it on their PCS e-Portfolio and download a cert of attendance.

It is important to use these meetings to occasionally review the progress of the faculty in achieving its objectives. Discussion should not involve matters of pay and conditions of service except where issues of standards are at stake. Such matters are the remit of the IMO.

Sponsorship of meetings should adhere to the College's sponsorship policy – available here ([The Irish College of General Practitioners' Sponsorship Policy – April 2020 \(irishcollegeofgpps.ie\)](https://www.irishcollegeofgpps.ie))

EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting must be held if requested in writing, to the Secretary by 20% or more of the faculty membership. Notice of such meeting, including the date, time, place, agenda and notice of motions must be sent to each faculty member not less than 10 days prior to the meeting.

AGENDAS

The Chairman and Secretary will normally draw up the agendas of all meetings. The secretary will prepare the documentation for meetings including minutes, correspondence, reports, motions etc.

Agendas usually include the following:

- i Apologies
 - Quorum
 - Conflicts of Interest
 - Financial report
- ii Formal announcements
- iii Minutes (i.e. agreement of minutes and correction as appropriate)
- iv Matters arising from the Minutes not already on the agenda
- v Correspondence
- vi Report from the faculty representative on Council
- vii Items for discussion
- viii Any other business
- ix Date, time and place of next meeting.

MINUTES

The recording and writing of minutes can become a time-consuming chore for the faculty secretary. The College has adopted a form of minutes which avoids lengthy narrative accounts of the proceedings. Only decisions taken and the name of the persons who will carry them out are recorded.

The minutes are laid out in three columns as in the example shown:

AGENDA ITEM	AGREED THAT	ACTION BY
No. 1	Meeting will start on time.	Everybody!
No. 4	E-mail or Letter to all members.	Secretary
No. 5	Book venue for meeting	Treasurer

The secretary is responsible for the safekeeping of all letters, minutes and other documents. It is wise to open files for 'correspondence in' and 'correspondence out' and for agendas and minutes.

Note: It is important to be able to hand over a completed and updated file to the incoming Faculty Secretary.

Communications

Retention of records - Notice, reminders of meetings and circulation of pre-meeting papers and documents will be carried out over an electronic platform. Members of the faculty consent to this as part of membership and give their preferred email address of choice for use by the college for this purpose. The College's privacy policy, which also details our retention policy, applies to faculties and is available on the College website.

WhatsApp groups are not considered appropriate for carrying out faculty communications.

Conduct of Faculty

Meetings in the absence of the Chair, the Secretary shall act as Chair.

- I. At all faculty meetings a specific time shall be arranged solely for the discussion of Faculty business.

- II. (a) Any resolution or motion brought before the Faculty must be proposed and seconded by either a Member or Associate member of the Faculty in good standing and actually present at the meeting.
- (b) Voting will be by show of hands, and in the event of a tie the chairman will have a casting vote. A secret ballot may be demanded by the proposer and must be held if agreed by a majority of those present and eligible to vote. In such circumstances, the Chairman and Secretary will conduct the voting and counting.
- (c) Associate members will not be eligible to vote but may act as proposer or seconder or both.

ELECTIONS

The organization of the election of the Faculty Officers at the AGM is a responsibility of the faculty chairman and secretary. The faculty byelaws will define the procedures to be adopted, and the outgoing officers have a duty to ensure that agreed procedures are strictly followed. As in all other decisions of the faculty every effort should be made to reach a consensus in the choice of candidates. Divisive elections should be a last resort.

FINANCES

The Treasurer's report must be presented at the Annual General Meeting (A.G.M.) and included in the faculty's annual report to the College. This report should include an income and expenditure account, along with a balance sheet.

Each year, a copy of the faculty's bank account statement should be submitted to the College, along with any changes in bank account signatories. Additionally, income and expenditure details for the previous year must be provided.

ANNUAL REPORT OF THE FACULTY

The annual report of the faculty's activities is the responsibility of the secretary who must prepare it and present it to the AGM. A copy must be sent to the secretary of the college. Such annual reports allow faculties to list their various activities and achievements over the preceding year and to recognize the work of individuals. The report template is attached herewith. (Appendix 2)

OBTAINING AND ADVISING A SUCCESSOR

The faculty byelaws outline who can hold a faculty position.

Members of the faculty board cannot hold the same office for longer than three years i.e. the term for faculty officers is 3 years, with a required one-year gap, before a second term, with a maximum of two terms.

Therefore, to ensure continuity of responsibility, likely successors should be identified and involved in some faculty activity prior to their nomination. While in the office the officers will have gained considerable experience in the organization and running of the faculty. When they retire, they should be available, if requested, to advise their successors.

Contact the College

The Irish College of GPs 4/5 Lincoln Place, Dublin 2, Ireland ^[L]_[SEP] D02 XR68

Tel: 01 6763705 ^[L]_[SEP]

Email: info@icgp.ie web: [web: www.irishcollegeofgps.ie](http://www.irishcollegeofgps.ie)

APPENDIX 1 – JOB DESCRIPTIONS OF FACULTY OFFICERS

Role of Chairperson:

- Setting Agendas for individual faculty meetings with Secretary.
- Chairing Faculty meetings with a view to ensuring all agenda items are covered within a reasonable timeframe and encouraging active participation by as many members as possible.
- Liaise with the other Faculty Officers.
- Organizing election of incoming officers and Council representatives in conjunction with the Secretary.
- Close liaison with local HSE and hospital representatives.
- Liaise with faculty members to identify issues considered necessary/useful to raise to College or in the local media.
- Liaise with College centrally in relation to national issues.
- Preparation of Annual Report.
- Linkage between College and Faculty a priority.
- Obtain any other professional help that the faculty may require (i.e. legal, accounting, technical), bearing full responsibility for costs incurred/or discussing and agreeing them in advancing with the College COO; and maintaining all financial records relating to the funding of same.
- Nominate members for specific tasks, thus ensuring the involvement of as many members and associate members as possible in the operations of the faculty.
- May, if considered necessary, convene an extraordinary general meeting.

Role of Secretary:

- Setting Agendas for individual faculty meetings with the Chairperson.
- Liaise with other Faculty Officers.
- Organizing election of incoming officers and Council representatives in conjunction with the Chairperson.
- Close liaison with local HSE and hospital representatives.
- Preparation of Annual Report.
- Linkage between College and Faculty a priority.
- Notify info@icgp.ie of faculty meetings in a timely manner so that faculty member notifications can be issued.
- Apply for CPD recognition for faculty meetings a minimum of 4 weeks in advance of the meeting

Role of Treasurer:

- Secure funding for faculty activities, if and as relevant.
- Cost faculty activities in advance.
- Maintain Income and Expenditure Account and Balance Sheet.
- Produce Annual Report for Faculty AGM and report to College.
- Provide a copy of the bank statement and notice of signatories to the College annually, if a bank account is held by the faculty.
- If the Faculty needs increased funding, preparation of a report to be sent to the Finance, Audit and Risk Committee of the College.

APPENDIX 2 – FACULTIES ANNUAL REPORT TEMPLATE

FACULTY SECRETARIES

ANNUAL REPORT

Faculty Name: _____

Please indicate below the total number, and breakdown of meetings held in the preceding year.

Total Number _____
Number in person _____
Breakdown: Faculty: _____
Study Days: _____
Other: _____

FACULTY ANNUAL GENERAL MEETING

Date: __/__/__ Venue: _____

Number of members present: _____

Are there any motions to be forwarded to the College AGM?
Please indicate no or if yes please give an outline.

INCOMING FACULTY OFFICERS - ELECTION RESULTS FROM AGM:

Chairperson:

Name: _____ Address: _____

Telephone: _____

Email: _____

Secretary:

Name: _____ Address: _____

Telephone: _____

Email: _____

Treasurer:

Name: _____ Address: _____

Telephone: _____

Email: _____

Council representative(s): 1 if faculty membership is less than 60 members, 2 if membership is above 60.

Name: _____ Address: _____

Telephone: _____

Email: _____

Name: _____ Address: _____

Telephone: _____

Email: _____

Does the faculty have a bank account YES/NO

If yes, please attach a copy of the most recent bank statement and indicate the names of the account signatories here:

Bank Account Signatories, if applicable:

Name: _____ Address: _____

Telephone: _____

Email: _____

Name: _____ Address: _____

Telephone: _____

Email: _____

Please attach a copy of the faculty income and expenditure account and balance sheet for the past year.

Signed by:

Chairperson _____

Secretary _____

Date: _____