

Role Profile

St Peter's Hospice Co-opted Committee Member – Clinical Services Committee (Unremunerated volunteer position)

Co-opted Committee Member Responsibilities

Co-opted Committee Members are appointed to bring specialist knowledge and independent perspective to support the work of the Board sub-committees. While they are not Trustees and do not carry the legal responsibilities of the Board, they play an important advisory role.

This role is CCM on the Clinical Services Committee

Key Responsibilities:

- **Provide Expertise:** Offer professional insight on clinical matters, quality standards, and best practice.
- **Scrutinise and Challenge:** Offer strategic direction, review reports and proposals, ask questions, and provide constructive challenge to ensure safe, effective, and compassionate care.
- **Support Governance:** Help the committee monitor compliance with regulatory requirements and clinical risk management.
- **Advise on Strategy:** Contribute to discussions on service development, innovation, and improvement.
- **Act as an Ambassador:** Represent the organisation positively and uphold its values.

Person Specification

Essential:

- A senior registered nurse with significant clinical experience.
- Strong understanding of clinical governance, patient safety, and quality standards.
- Ability to analyse information and provide constructive challenge.
- Commitment to the values and vision of St Peter's Hospice.
- Good communication and interpersonal skills.
- Willingness to devote the necessary time and effort.

Desirable:

- Experience of working within palliative care or related healthcare settings.
- Familiarity with regulatory requirements and best practice in clinical services.

Governance

- Co-opted members play a vital role in strengthening decision-making by bringing specialist expertise, without assuming the full legal responsibilities of a Trustee.
- Co-opted Committee Members have voting rights on matters tabled at the committee.

In addition, they are expected to:

- Act in accordance with the charity's governance framework and uphold its values.
- Confirm they meet the 'Fit and Proper Person' requirements for the role.
- Declare any actual or potential conflicts of interest.

Appointment & Term

- Initial term: three years

Time Commitment

- Attendance at all committee meetings (quarterly, in-person or virtual)
- Preparatory time for meetings (including reading pre-circulated papers)
- Occasional ad-hoc meetings and wider engagement with hospice activities

Training & Support

- Induction and ongoing training and development opportunities (some mandatory)

Confidentiality

Co-opted Committee Members must maintain strict confidentiality regarding hospice affairs, patients, families, and staff. Information will only be shared for authorised purposes.