



Role Specification for Multidisciplinary Clinical Committee Chair

The following constitute the responsibilities of the Chair of Multidisciplinary Clinical Committee. It is expected that these are followed to the best of the representative's ability in accordance with the mandate placed upon them by their constituents

- Chair meetings Multidisciplinary Clinical Committee (MCC)
- Organize meetings MCC - Telephone conference every 3-4 months (Three per year) and one face to face meeting at Annual Meeting
- Record and circulate minutes for each meeting
- Liaise with Subcommittee chairs and report to MCC (Inflammatory Bowel Disease and Peritoneal Malignancy)
- Appoint a deputy to attend council meetings in case of unavoidable absence.
- Attend council meetings at least twice a year (67% attendance).
- Produce report for Annual Meeting
- Review information and requests from NICE concerning any aspect of colorectal practice
- Liaise with ACPGBI secretariat
- Carry out any requests and tasks as required by the Executive or the President
- Organize election of a replacement chair at end of term