

## LOC Roles and responsibilities

The committee has a formal constitution which governs the election of the committee, its meetings and general operations. However the constitution does not list the responsibilities of the committee which are as follows:

1. To advise the CCG on matters affecting optometrists undertaking general ophthalmic services in the locality.
2. To enable optometrists undertaking general ophthalmic services in the locality to formulate collective views on the administration of the services and in particular to make suggestions for their improvement and to transmit them to the CCG.
3. To disseminate information about the general ophthalmic services among optometrists in the locality and to assist individual optometrists to understand and comply with their terms of service.
4. To consider any complaint made to them by any optometrist against any other optometrist practicing in the locality for which the committee is constituted involving any question of the efficiency of the general ophthalmic services.
5. To advise the CCG on matters affecting optometrists in relation to the Hospital Eye Services, the scope and efficiency of those services, and in connection with the provision of ophthalmic services from Health Centres, Clinics and the like.
6. To carry out such other advisory or consultative functions as may be incidental to or assist in the attainment of the above objects.
7. To organize Continuing Education for Optometrists and Dispensing opticians

The roles of the various members of the committee are set out below:-

### Chairman

- To co-ordinate the work of the committee ensuring good governance and fulfilment of the constituted responsibilities.
- To set the agenda for meetings in conjunction with the Secretary and Vice Chair.

- To ensure the LOC is represented at appropriate meetings with the CCGs and thus represent the interests of contractors and performers across Rotherham & Barnsley
- To prepare and present an annual report at the AGM.

#### Vice Chair

- To deputise for the Chair at LOC meetings, CCG Liaison and other external meetings.

#### Honorary Secretary.

- To ensure the committee abides by its Constitution.
- To hold key documents relating to the committee in particular:-
  - An up to date copy of the Constitution.
  - Letters from each CCG which document their recognition of the LOC.
  - Conflict of interest forms for each committee member.
  - A signed copy of the minutes for all meetings.
- To issue the AGM date and agenda to all contractors and performers at least six weeks prior to the AGM.
- To provide the administrator with copies of the above documents for placing on the LOC website.

#### Honorary Treasurer

- To hold the bank account statements and liaise with staff at The Office regarding the bank account and authorised payments.
- To ensure there is an appropriate process for authorising payments.
- To ensure funds are available to meet the LOC's liabilities when required.
- To prepare and present an annual report at the AGM.
- To prepare a budget for approval at the LOC AGM.
- To arrange for the accounts to be audited each year in accordance with the constitution.
- To claim the required statutory levy each year from the CCG's.
- To provide the administrator with the up to date claim form for committee members' expenses.

#### Communications Secretary

- Responsible for the LOC website. (Subscriptions and registrations)

- Liaising with and training the assistant secretary so that notices are posted regularly and meeting minutes and agendas are available through the website.
- Responsible for LOC Newsletter. And collecting articles for publication and providing the administrator with the newsletter for issue to contractors and performers.
- Liaising with the administrator in maintaining an up to date database of email addresses of contractors and performers for the LOC.
- Collating and proposing ideas for improved communications to all contractors and performers.
- Collating and proposing ideas for improved communications with other interested parties; patients, public, PBC GPs, the LPC, LMC and LDC.

#### Education Secretary.

- To act as host to invited speakers at LOC events including offering the Vote of Thanks.
- To prepare a programme of education events for the LOC for each year.
- Contacting potential speakers for educational events including local Ophthalmologist Consultants.
- To assist the administrator in entering the applications for CET points on the Vantage website and to ensure the assistant secretary enters the CET points after events within the 10 day deadline.
- To sign the certificates for optometrists and opticians who attend CET events and to help the assistant secretary prepare such certificates.
- Responsible for ensuring the LOC is registered as a provider of CET with Vantage.
- Ensuring education events are advertised in the Optician and/or Optometry Today magazines.
- Keeping the record of attendances at education events for 6 years as required by Vantage.