



ROLE DESCRIPTION

CHAIR, CLIMATE CHANGE AND SUSTAINABILITY FORUM

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for physicians who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

The Forum

FPM's Climate Change and Sustainability Forum is responsible for harnessing FPM's influence to actively promote and champion sustainable practices within pharmaceutical medicine and the healthcare and life science sector.

Principal responsibilities and outputs:

- Review and advise on matters of relevance concerning climate change and sustainability to FPM staff, members, and the speciality of pharmaceutical medicine.
- Increase awareness of the importance of climate change and sustainability in FPM's internal and external activities.
- Support activities for raising awareness of climate change and sustainability and developments in the field to pharmaceutical physicians and other stakeholders.
- Promote initiatives to increase and embed the importance of climate change and sustainability in FPM and pharmaceutical medicine.
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct.
- Report annually to the Board of Trustees on the activities of the Forum and bring to the Board's attention matters requiring the Board's approval.

The role

The Chair of the Climate Change and Sustainability Forum is expected to play a vital role in ensuring the topic is embedded across all parts of FPM's work. The Chair works closely with the Policy and Public Affairs Manager and members of the FPM staff team, and key relationships include with other FPM Committee Chairs as appropriate.

Key responsibilities include:

- To attend and chair Forum meetings, working with staff to ensure the schedule of Forum dates is agreed and circulated to all members, that meeting agendas are produced and circulated in a timely fashion and that accurate written records of proceedings are agreed and shared.
- To represent the Forum around other parts of FPM, inc. attending meetings of other FPM Committees as appropriate, and attending other meetings as required.
- To work with the Policy and Public Affairs Manager in producing written or oral reports on Forum activities as required.
- To advise on and support new appointments to the Forum and to identify individual Forum members to undertake specific tasks and/or act as the volunteer lead on specific topics.
- To act as spokesperson for the Forum and undertake other activities on behalf of the Forum when required, and/or act as represent FPM in other fora upon request.
- To ensure that the Forum's Terms of Reference are current and understood by all Forum members, and to advise on any potential changes to ToRs as and when appropriate.

The role holder may be required to participate in virtual or other meetings with staff, volunteers or others between Group meetings as required.

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct.

Time commitment

The Forum will meet at least two times a year. Forum meetings will normally be held online.

Forum members may be asked to demit if they are not able to attend meetings or contribute satisfactorily to the Forum's work. The Chair normally serves for a period of three years. This can be extended to a maximum of six years if re-appointed.

PERSON SPECIFICATION

CHAIR, CLIMATE CHANGE AND SUSTAINABILITY FORUM

Professional

Essential:

- Be a current, fully paid-up Member (MFPM) or Fellow (FFPM) of the Faculty of Pharmaceutical Medicine, in good standing.
- Have an understanding of current and emerging issues in pharmaceutical medicine and climate change, ideally gained within a professional environment.

Desirable:

- Be able to evidence experience and/or achievement in an activity or activities relevant to the work of the Forum.
- Have experience of chairing and/or leading formal meetings within a professional environment.
- Be committed to the development and promotion of the specialty of pharmaceutical medicine.

Personal

Essential:

- Possess strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Possess strong interpersonal skills and the ability to work constructively with a mixed team of volunteers, staff, subject matter experts and others.
- Be able to think strategically without becoming too involved in the operational detail.
- Be willing to devote the time and effort required to fulfil the requirements of the chairing role.
- Be committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and learned.

26 August 2026