

**From the Registrar**  
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**TO: Specialist/Specialty Registrars**

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## **NOMINATION OF CONSTITUENCY ELECTED MEMBER OF THE FACULTY BOARD**

The Faculty Board includes a representative of Specialist/Specialty Registrars (SpR/StR) who is elected by the Specialist/Specialty Registrars. This post will fall vacant in August when Hazem Gallagher-Alalgha's period of co-option comes to an end.

In accordance with Regulations, **Specialist/Specialty Registrars** may propose one of their number for election as their representative on the Board. Any registered trainee in good standing (ie has duly paid all fees and subscriptions due from them to the Faculty, and has signed a declaration of faith as required by Regulations) may propose or second a nomination, but candidates must, in addition, have at least 18 months' specialty training before their anticipated CCT date. The successful candidate will serve for a maximum of three years or until they cease to be a trainee.

Nominations must be made on the Faculty of Occupational Medicine [nomination form](#) only and must include the signature of the proposer and seconder, together with that of the candidate as confirmation of her/his consent to serve if elected. Please note that the candidate, proposer and seconder must all be in good standing (see above) with the Faculty. In the event of a ballot, candidates will be required to provide an electronic photograph of themselves.

Completed, signed nomination forms must be submitted to the Returning Officer, to arrive no later than **5 00 pm on Thursday 9 August 2012**. *Nominations may be sent by fax or email, but a hard copy of the nomination must also be sent to reach the Faculty office by Thursday 16 August 2012.*

### **Remit for representative of SpRs/StRs on the Faculty Board**

An important purpose is to bring to the Board the perspective of SpRs/StRs to give their viewpoint on the business of the Board, as well as to discuss and agree the strategic direction of the Faculty. The role is critical to the effective governance of the Faculty. As a Board member the representative is expected to take part in all its deliberations, including, between meetings, some occasional comment on draft Board papers, submissions to Government and other working documents. Duties include:

- fulfilling the role of trustee as required by the Charity Commissioners and the Office of the Scottish Charity Regulator and the role of company director, following the incorporation of the charity; further briefings will follow. Information about trustee and company director responsibilities is available at the following links:  
<http://www.charity-commission.gov.uk/supportingcharities/trustee1.asp> and  
<http://www.charity-commission.gov.uk/publications/cc3.asp>  
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073870537>
- contributing to the efficient and effective operation of the Board through attendance at quarterly Board meetings (one whole day in each of January, April, July and October plus a Board strategy day) and the Annual General Meeting in May
- attending:
  - Faculty Specialist Advisory (Sub-)Committee meetings (a half-day twice a year)
  - Faculty Regional Specialty Advisers meetings (a half-day twice a year)
  - Academy of Medical Royal Colleges Trainee Doctors Group (a half-day four times a year)
- ensuring that when matters of policy are addressed by the Board, issues impacting on SpRs/StRs are highlighted and a considered view offered;
- assisting the Board in communicating its policies and messages to the membership, particularly to SpRs/StRs;
- encouraging the participation of the membership, and particularly of SpRs/StRs, in the activities of the Faculty.

Ray Johnston  
Registrar  
6 July 2012