

**From the Registrar**  
**Dr R V Johnston MBA FRCP FRCP (Glas) FFOM FFTM DAvMed**

**TO: Associates of the Faculty**

**CO-OPTION OF AN ASSOCIATE TO THE FACULTY BOARD**

**APPLICATIONS INVITED FOR NEW BOARD POSITION**

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**Recognising the important contribution Associates make to the wider practice of occupational health, the Board has decided to create a new position on the Board and Associates are invited to put their name forward for this role.**

Under the Faculty's constitution, Associates may seek election to the Board to fill the universally elected vacancies advertised annually, but these vacancies have usually been filled by Members and Fellows. The Board has been considering how it might improve its engagement with, and support for, Associates; one initiative adopted recently, as part of this, has been the training for AFOM holders wishing to apply for entry onto the GMC Specialist Register through the CESR (Certificate of Eligibility for Specialist Registration) route. Building on this, the Board has now agreed to create a new, co-opted position on the Board for an Associate. The purpose of this new role is to more fully recognise the importance of Associates within the occupational medicine workforce and the Faculty and to provide them with a platform from which to have a say in shaping Faculty policy.

The remit and time commitment for this role is set out below. Further information may be obtained from the Chief Executive, Nicky Coates, on 020 3116 6906.

The Faculty will meet reasonable travel and accommodation expenses in attending Board meetings, the Annual General Meeting and for any other business you may, as a result of being a Board member and trustee, be authorised to undertake. Expense claims are settled in accordance with the Faculty's Business Travel and Expenses policy. The Faculty is unable to extend this to pay locum costs.

If you are an Associate of the Faculty, you are invited to put your name forward to be considered for co-option to the Board. Ideally, the successful candidate will be someone in current practice in the UK or who has recently retired from practice. Completed, signed [application forms](#) must be submitted to [frances.quinn@fom.ac.uk](mailto:frances.quinn@fom.ac.uk), to arrive by: **10 00 am on Monday 8 September 2014.**

The successful applicant will be co-opted by the Board, on the recommendation of an appointment panel, for a period of up to three years in the first instance.

It is anticipated that the application and appointment process will be completed in time for the successful applicant to be invited to the final Board meetings of 2014, scheduled for:

<b>Tuesday 7 October:</b>	1200/1300 – 1700 hours – formal Board meeting
<b>Followed by:</b>	Reception, dinner & overnight accommodation
<b>Wednesday 8 October:</b>	0900 – 1600 hours – Board and Executive strategy meeting
<b>Venue:</b>	<b>Hornton Grange, University of Birmingham Conference Park, Edgbaston, Birmingham</b>

It would be helpful, though not essential, if applicants could be available to attend these meetings, particularly the strategy day.

### **Remit for co-opted Associate on the Faculty Board**

An important purpose is to bring to the Board the perspective of Associates and to advise how Associates can be better supported to provide high quality occupational medicine services as well as to give their viewpoint on the business of the Board, and 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 co-opted Associate 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 Commission and the Office of the Scottish Charity Regulator, together with the role of company director, following the incorporation of the charity; further briefings will follow. Information about trustee responsibilities is available at the following links:  
[http://www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Charity\\_essentials/The\\_essential\\_trustee.aspx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx)  
<http://www.oscr.org.uk/managing-your-charity/trustee-duties/>  
<https://www.gov.uk/running-a-limited-company/directors-responsibilities>
- 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
- ensuring that when matters of policy are addressed by the Board, issues impacting on Associates are highlighted and a considered view offered;
- assisting the Board in communicating its policies and messages to the membership, particularly to Associates;
- encouraging the participation of the membership, and particularly of Associates, in the activities of the Faculty.

*Ray Johnston  
Registrar  
13 August 2014*