



**From the Registrar
Dr J C Smedley DM FRCP FFOM**

TO: Fellows, Members and Associates and Specialist/Specialty Registrars whose designated Faculty mailing address is in SCOTLAND

NOMINATION OF A CONSTITUENCY ELECTED MEMBER FOR SCOTLAND TO THE FACULTY BOARD

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This year there is **ONE** vacancy, for the elected representative of Scotland on the Faculty Board.

In accordance with the Regulations, **those members whose designated Faculty mailing address is in Scotland** may propose one of their number for election as their representative on the Board for the period 2015/2018.

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 (as defined in Regulations*) with the Faculty and fully engaged with the revalidation process. 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 **10 00 am on Wednesday 8 April 2015**. *Nominations may be sent by fax or email, and **must** include all relevant signatures.*

Remit for representative of Scotland on the Faculty Board

An important purpose is to bring to the Board the perspective of members in Scotland, to give their viewpoint on the business of the Board, as well as to discuss and agree the strategic direction of the Faculty. Their role is critical to the effective governance of the Faculty. The representative of Scotland on the Board is elected by Fellows, Members, Associates and Specialist/Specialty Registrars in Scotland for a three year term to:

- fulfil 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, but information about trustee and company director responsibilities is available at the following links:
http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx/
<http://www.oscr.org.uk/managing-your-charity/trustee-duties/>
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073870537>
- contribute to the efficient and effective operation of the Board through participation in quarterly Board meetings and the work of its committees;
- ensure that when matters of policy are addressed by the Board, issues impacting on Scotland are highlighted and a considered view offered;
- assist the Board in communicating its policies and messages to the membership, particularly those in Scotland;
- encourage the participation of the membership in the activities of the Faculty;
- represent the Faculty on the Scottish Academy of Medical Royal Colleges;
- establish formal links with the Chief Medical Officer for Scotland and staff, and other relevant departments;
- represent the views of the Faculty to relevant Government departments in Scotland and thereby influence the standard of practice of occupational medicine in Scotland.

Julia Smedley
Registrar
4 March 2015

* The phrase 'in good standing' means that the member so designated has duly paid all fees and subscriptions due from them to the Faculty, has signed a declaration of faith as required by Regulations if he or she has been requested to do so, complies with the minimum requirements of the Faculty's or other appropriate Continuing Professional Development (CPD) scheme and, unless the Registrant is fully retired from medical practice, is a registered medical practitioner. This does not necessarily mean that the Registrant must hold a 'licence to practise', if registered in the UK.