

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

TO: Fellows, Members and Associates of the Faculty

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NOMINATION OF UNIVERSALLY ELECTED MEMBERS OF THE BOARD

This year there are **THREE** vacancies for universally elected members of the Board.

In accordance with the Regulations, Fellows, Members and Associates are invited to nominate up to **THREE** Fellows, Members or Associates for election as universally elected members of 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 universally elected members of the Faculty Board

An important purpose is to bring to the Board the perspective of members as well as to discuss and agree the strategic direction of the Faculty. The universally elected members of the Board are elected by Fellows, Members and Associates for a three year term. Their role is critical to the effective governance of the Faculty. Universally elected members:

- fulfil the role of trustees as required by the Charity Commission 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.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 (in January, April, July and October) and the work of its committees;
- ensure that the views of the membership of the Faculty are brought to Board deliberations, particularly in relation to matters of policy development;
- assist the Board in communicating its policies and messages to the membership;
- encourage the participation of the membership in the activities of the Faculty.

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.