

From the Registrar  
Dr J C Smedley DM FRCP FFOM

## TO: Specialty/Specialist Registrars

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

The Faculty Board includes a representative of Specialty/Specialist Registrars (StR/SpR) who is elected by the Specialty/Specialist Registrars. This post will fall vacant in March as Rae-Wen Chang has indicated her intention to step down from this role after the trainee conference in March, having been in post since August 2012.

In accordance with Regulations, **Specialty/Specialist 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 remaining before their anticipated CCT date. The successful candidate will serve for a maximum of three years or until they gain their Membership of the Faculty and complete their specialty training, whichever is the sooner.

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 **10 00 am on Wednesday 18 February 2015**. *Nominations may be sent by email or fax, and **must** include all relevant signatures.*

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

An important purpose is to bring to the Board the perspective of StRs/SpRs 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 (some of which may be delegated to an appointed Deputy) 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.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Charity\\_essentials/The\\_essential\\_trustee.a\\_spx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.a_spx)  
<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
- 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 StRs/SpRs are highlighted and a considered view offered;
- assisting the Board in communicating its policies and messages to the membership, particularly to StRs/SpRs;
- encouraging the participation of the membership, and particularly of StRs/SpRs, in the activities of the Faculty.