

Roles and Responsibilities of Council Members

ASiT is the second largest surgical specialty association in the UK, with over 2700 members. ASiT members come from all ten surgical specialties. ASiT functions through the input of its specialty representatives and regional representatives serving the needs of trainees beyond its formal membership. ASiT represents the views of its membership through representation on the councils of the Surgical Royal Colleges, Academy of Medical Royal Colleges Trainee Doctor Group, ISCP, JCST, BMA Junior Doctors Committee and numerous other working parties and committees. ASiT is independent to the Surgical Royal Colleges, and is run by trainees, for trainees.

The Association of Surgeons in Training (ASiT) is a Registered Charity (No.274841), which was established in 1976 as a forum for senior registrars to meet socially and discuss training matters. The ASiT Council has evolved over years and consists of an executive committee, our regional representatives and our specialty representatives.

The Association of Surgeons is a registered charity and as such is bound by the regulations of the Charity Commission and Companies House. ASiT has massively increased its turnover and membership and it is increasingly important that we comply with the current best practice in the governance of charities.

Roles and Responsibilities for all Council members

ASiT requires all council members to be committed to the principles and values of public service. These principles are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

As a council member you share responsible for making sure that the organisation sticks to its aims and objectives as detailed in the Constitution.

A good committee member possesses:

Corporate Governance – Experience of the principles of corporate governance, including risk management and change management and working effectively as part of a management committee. Has a good understanding of the organisation, what it does and how it does it. Agrees to stick to the majority decision

Commitment to the Role – Having a knowledge and experience of the surgical training environment in which they are making a contribution. Commitment to preparing for and attending meetings

Strategic thinking – Making a significant contribution to the strategic direction of ASiT.

Making an impact with others – Developing and maintaining cooperative working relationships to achieve high standards of service and results. Supports fellow committee members.

Analytical thinking – Experience of making decisions and solving problems in a team and organisational environment.

Acts as an advocate for the organisation making a constructive contribution to the work of the council and bringing insight and original thought to group discussion.

In addition, all Council Members are expected to comply with the regulations listed below:

ASiT Membership Payment

All Council Members must be up to date paid members. Three reminders will be sent to settle membership payment at monthly intervals. During this time period no expenses will be reimbursed and the individual will not be entitled to complementary conference registration, dinners and accommodation. After this time if payment remains outstanding, the individual will be asked to step down from their post.

Council Meetings

All Council Members are required to attend >50% of council meetings (with the exception of military duties)*.

Yearbook Entries

All Council Members are required to submit a yearbook report prior to the deadline*.

Conference Abstract Marking

All Council Members are required to undertake abstract marking, unless there are exceptional circumstances, which have been discussed with the President prior to the abstract submission deadline.

* Where there are two specialty representatives sharing a post, it is expected that the yearbook report and council meeting attendance will be shared between them.

In circumstances where these criteria are not met, the individual will be asked to demit their post (and for specialty representatives their respective trainee association will be notified).

ASiT now has a seat on over 50 different meetings. The representative and deputy for each of these meetings will be from active council members. As the nominated representative it is your responsibility to ensure a deputy attends in your place if you are unable to attend. If you a representative does not attend a meeting within attempting to find a deputy to cover they will be asked to step down from that commitment.

Regional Representatives

Regional representatives provide a local point of contact with ASiT. ASiT represents all surgical specialties and it is only with collaboration and co-operation that we further excellence in surgical training. Regional representatives make up a significant component of the ASiT council. There are currently 24 regions. Some regions are represented by more than one representative due to large geographical area. Regional representative structure is closely aligned to the Schools of Surgery and postgraduate LETBs.

The 24 regions currently represented are (as per website):

- Scotland- North
- Scotland- South East
- Scotland- East
- Scotland- West
- Northern Ireland
- London- North East Thames
- London- North West Thames
- London- South East Thames
- London- South West Thames
- Kent, Sussex, & Surrey
- East of England
- Wessex
- Severn
- Peninsula
- Thames Valley
- Wales
- Northern
- Yorkshire- South
- Yorkshire- North
- North West
- Mersey
- East Midlands
- West Midlands
- Republic of Ireland

Appointment to regional representatives will take place via a formal election by Council Members. Advertisement for applications will take place at least 3 weeks prior to the application deadline. Advertisement will be undertaken via ASiT

membership mailing list distribution and social media. The outgoing representative is required to distribute the advertisement via their LETB mailing list; where this is not possible the Hon Secretary is required to contact the LETB to ensure this is completed.

It is a requirement that candidates who wish to stand for election are an active member of ASiT and are a trainee within the respective LETB. A term of office of 2 years for an elected representative is required.

All applicants are asked to provide a 1 page CV and >500 word Personal Statement that will include:

- Name
- Email
- Contact phone number
- ASiT membership number
- Training Programme
- Stage of training
- Committee/managerial experience
- Teaching experience
- What they can bring to ASiT
- How they intend to fulfill their roles

The council's decision on election will be final.

ASiT is committed to equality of opportunity and welcomes application forms from all suitably qualified applicants irrespective of religious belief, gender, race, disability, political opinion, age, marital status, sexual orientation or whether or not they have dependents

Regional representatives are responsible for representing and reporting issues in relation to surgical training for trainees in all ten surgical specialties within their region. They will represent all ASiT members within that region. This includes:

- Medical student members
- Foundation trainees
- Cores surgical trainees
- Specialty trainees

All regional representatives are expected to comply with the guidance for all council members as stated on pages 1-2. Additional to this regional representatives are expected to:

- Distribute ASiT conference and ASiT official survey promotions via their LETBs mailing lists
- Undertake additional activities i.e. attend ASiT supported regional events, and contribute to ASiT position statements.
- Encourage new membership of ASiT in your region
- Represent ASiT to the higher surgical training committees in your region, preferably by direct representation, or otherwise by formal liaison with the

- Trainee representative on that committee.
- Ensure adequate representation for core surgical trainees in your region.
- Organise at least one local ASiT meeting/course per year for trainees in your region.
- Attend foundation year meeting to assess training needs and promote ASiT.
- Attend local medical school to deliver lecture on a career in surgery, and promote ASiT.
- Regional representatives should submit a document to the committee outlining their progress with the above objectives by December of each year

Specialty Representatives

Specialty representatives are elected by their respective trainee specialty association. These include:

- Dukes Club Representative
- AUGISt Representative
- Mammary Fold Representative
- Carrel Club Representative
- Rouleaux Club Representative
- British Neurosurgery Trainee Association Representatives
- British Association of Oral and Maxillofacial Surgeons Junior Trainees Group Representative
- Society of Cardiothoracics Surgery Trainee Representatives
- Plastic Surgery Trainee Association Representative
- Trainees in Paediatric Surgery Representative
- Specialist Urologists Registrars Group Representative
- Association of Otolaryngology in Training Representative
- Military Representative

The outgoing specialty representative is responsible for ensuring the trainee specialty association elects a replacement and informs the ASiT Council of the result of the election.

Specialty representatives are responsible for representing and reporting issues in relation to surgical training for trainees in their respective surgical specialty.

All specialty representatives are expected to comply with the guidance for all council members as stated on pages 1-2. Additional to this regional representatives are expected to:

- Distribute ASiT conference and ASiT official survey promotions via their trainee specialty association and parent specialty association mailing lists
- Undertake additional activities i.e. attend ASiT supported regional events, and contribute to ASiT position statements
- Encourage new membership of ASiT in your specialty
- Submit a report from their respective SAC meeting

- Ensure trainee specialty prize for ASiT Conference
- Notify ASiT Executive of upcoming abstract deadline and conference dates for parent +/- trainee specialty association conference
- Present ASiT Work at specialty association conference in the absence of the Executive members

National Research Collaborative Representative

The National Research Collaborative Representative is elected by the National Research Collaborative Group Chairs, usually taking place at the annual National Research Collaborative Meeting. The post is a 2-year term. The outgoing representative is responsible for ensuring the National Research Collaborative elects a replacement and informs the ASiT Council of the result of the election.

National Research Collaborative Representative is responsible for representing and reporting issues in relation to surgical research.

All National Research Collaborative Representatives are expected to comply with the guidance for all council members as stated on pages 1-2. Additional to National Research Collaborative representatives are expected to:

- Distribute ASiT conference and ASiT official survey promotions via the National Research Collaborative mailing lists
- Undertake additional activities i.e. attend ASiT supported regional events, and contribute to ASiT position statements
- Submit a yearbook report on the annual National Research Collaborative Meeting
- Represent ASiT at the annual National Research Collaborative Meeting
- Supporting the organising research collaborative leads in their application for the ASiT NRCM Grant application
- Organise a quarterly newsletter updating on current NRC projects to be distributed to ASiT members

Medical Student and Foundation Doctors Representatives

The medical student and the foundation doctors' representatives are elected in the same method as regional representatives.

Medical Student and Foundation Doctors representatives are responsible for representing and reporting issues in relation to career advice during medical school and foundation years.

Medical Student and Foundation Doctors representatives are expected to comply with the guidance for all council members as stated on pages 1-2. Additional to this they are expected to:

- Distribute ASiT conference and ASiT official survey promotions via UKMSA and Medical School Surgical Societies
- Undertake additional activities i.e. attend ASiT supported regional events, and

- contribute to ASiT position statements
- Encourage new membership of ASiT during the early years
- Organise the 'Preparing for a career in Surgery' Event
- Organise the Medical Student Parallel Session at Conference
- Coordinate the Elective prize
- Coordinate the Foundation essay prize

Executive Committee Posts

Appointment of Executive Committee Posts is as detailed in the Constitution. The executive committee includes the President and two Vice-Presidents, Past President, Director of Education, Treasurer, Secretary, Year book editor, Webmaster and Publicity Officer. The Executive can co-opt one additional executive committee member during their tenure should it be required. The Presidents term of office is 1 year, and all unable to stand for election for a further term. All other executive posts are for a term of 2 years.

Executive Committee positions are elected by the council during the council meeting that takes place at the annual conference. The election results are then ratified at the AGM the following day.

The Executive Committee is responsible for the day to day running of the organisation. All executive committee are expected to comply with the guidance for all council members as stated on pages 1-2. In addition are a number of role specific criteria, including but not limited to:

President

- Ultimately responsible for the running of the organization and all its activities including conference
- Attendance at RCS Council and JCST meetings

Vice Presidents

- Supporting the President in their work

Honorary Treasurer

- Conference budgeting
- Timely expenses reimbursements
- Ensuring Tax returns and VAT returns are completed on time in conjunction with the Accountant

Honorary Secretary

- Ensuring sponsorship for Conference and coordinating sponsorship deals throughout the year

Director of Education

- Attendance at intercollegiate exam meeting and RCS Education meeting

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- Coordinating pre-conference courses
- Coordinating trainee presentation prizes for conference

Yearbook Editor

- Responsible for the yearbook publication

Webmaster

- Responsible for the maintenance of the website on a regular basis
- Responsible for the coordination of bursaries and grants

Publicity Officer

- Conference publicity
- Maintain social media platforms
- Responsible for distributing position statements and publications to third parties
- Responsible for regular communication with the membership

Conference specific roles for the Executive Committee have been detailed in the Conference guide.

No less than 4 Directors/Trustees will be responsible for the overseeing the finances of the organization, as registered with the Charities Commission and Companies House.