

Fellows in Training (FiT) Group

Standing Orders and Memorandum of Understanding December 2023

1. Membership:

- 1.1. Chair and deputy chair
 - 1.1.1. Chair and deputy chair will be elected using the normal BAOMS electoral process
 - 1.1.2. They shall be Fellows in Training of BAOMS
 - 1.1.3. Both Chair and deputy chair are full members of BAOMS Council with voting rights
 - 1.1.4. Their role shall last 2 years, and is staggered
 - 1.1.5. They shall hold no other roles within BAOMS council or the FiT committee
 - 1.1.6. To avoid conflicts of interest and reputational/financial risk the BAOMS Fellows in Training representatives will complete a declaration of interests form (annually and available from and to be returned to the BAOMS Office). This being a requirement for all BAOMS Trustees and Core Council members.
- 1.2. Other members of the FiT shall be recruited and appointed in November annually by self-nomination/election. All posts are 1 year in length, with exception being deputy SAC- SAC, which is a linked two-year tenure.
- 1.3. Deputy SAC- SAC and FRCS exam representative to be ratified by BAOMS council, and if a vote for these roles is required it should be done through BAOMS to ensure transparency.
- 1.4. FiT Committee roles include:
 - 1.4.1. FRCS Exam / Intercollegiate Specialty Board Representative
 - 1.4.2. SAC and deputy SAC representatives (2-year tenure with staggered appointment)
 - 1.4.3. Association of Surgeons in Training (ASiT) and deputy representative (2-year tenure with staggered appointment)
 - 1.4.4. Webmaster and media role
 - 1.4.5. BMA/BDA representative
 - 1.4.6. The Norman Rowe International Education Foundation (NRIEF)
 - 1.4.7. Education & CPD representative
 - 1.4.8. FiT Conference Organiser
 - 1.4.9. Treasurer
 - 1.4.10. Immediate Past FiT chair
- 1.5. Those holding incumbent positions that wish to continue shall be able to continue in post as long as they maintain NTN and have not CCT'd, but roles should be advertised annually and voted on if further candidates wish to challenge.
- 1.6. If single candidate for the deputy chair post, Council will give due consideration and vote to ratify appointment.
- 1.7. If no Candidate forthcoming, the committee post advertisement is held open until such time it is filled.
 - 1.7.1. If incumbent post holder is willing to continue and Council feels it is appropriate, then they may ratify continuation of incumbent holder of the posts to continue until the next round of appointments with an agreement that should they tender a resignation they will continue to serve a resignation period mutually agreed by the incumbent and council.
 - 1.7.2. If incumbent post holder is unwilling to continue in post, then other committee members may be sent with their mutual agreement to fulfill these roles and given due acknowledgment of their contribution. If no member is forthcoming the responsibility falls to the Deputy FiT.
 - 1.7.3. It is the Council's opinion that these are bought into the standing orders of FiT. The aim being to improve transparency, accountability and facilitate access to committee posts, whilst avoiding the unnecessary loss of valued motivated individuals and institutional memory that may otherwise occur.

2. Annual Forward Plan

- 2.1. In December of each year the FiT Report will include a detailed 12-month forward plan
- 2.2. An outline plan for the next 3 years will also be presented

3. Reporting:

- 3.1. Chair shall provide a written report to Council at each of the Council meetings.
- 3.2. Chair must ensure that a permanent record (cabinet/action minutes etc) of meetings held is maintained.
- 3.3. Chair must ensure annual report of accounts and funds held forwarded to BAOMS Senior Administrator via office@baoms.org.uk for inclusion in BAOMS Annual Accounts¹ and minuted at a BAOMS Council meeting (usually September)ⁱⁱ.
- 3.4. Reports of activity of the FiT will be posted on *the FiT section of the BAOMS website* for all the membership to see. If

representatives fail to submit such a report on request they can be asked to step down by the Chair/Deputy Chair with mutual agreement.

4. Activities and Links:

- 4.1. Regional representatives are asked to report any issues directly to the FiT representatives
- 4.2. The FiTs representatives will also maintain links to all the sub-committees within BAOMS, and where invited, send a representative
- 4.3. FiT representatives will work closely with all of these to collate and generate material for the benefit of the Association and its trainee members.
- 4.4. Maintain and support links with the Junior Trainee Group

5. Meetings:

- 5.1. A general meeting of the FiT will take place during the BAOMS ASM and shall be open to all members of the FiT
- 5.2. If a vote is required during this general meeting it will normally be by a show of hands of BAOMS FiT's in good standing.
- 5.3. The chair shall ensure that further meetings are arranged as often as necessary but not less than once additional meeting per year.
 - 5.3.1. Formal meetings should be scheduled twice a year and coincide with major conferences of our calendar – principally BAOMS and FiT conferences
 - 5.3.2. All committee members should attend as part of their role
 - 5.3.3. Future committee meeting should be confirmed at the close of a meeting, with further confirmation given > 2 months in advance to enable appropriate arrangements to be made by FiT committee to attend.
 - 5.3.4. Formal FiT council meetings or attended by council members summaries/minutes to be published on FiT forum following review and approval by council, in light of transparency and probity given role as part of a charitable organisation.

6. Terms of reference:

- 6.1. The Committee shall advise Council on relevant matters and respond to policy agreed and directed by Council and the Association with particular reference to training and trainee needs.

Version control

Version/Date	Signed by (Honorary Secretary)	Signed on
July 2024	I Varley	26/09/2024

ⁱ Annual accounts: comprise of net balance to be included in the Fellows in Training annual meeting update (approximately 500 words). E.g. The net income of the Fellows in Training event for the year was £X,XXX which is not recognised within these financial statements as the funds are controlled by the Fellows in Training.

ⁱⁱ Conference meeting report and fuller report and set of detailed accounts (venue costs, speakers, social events etc).