

Constitution and Bylaws

Constitution

1. Name

The name of the Charity is Society for Cardiothoracic Surgery in Great Britain and Ireland.

2. Registered Office

The registered office of the Charity is to be in England and Wales.

3. Objects

The Objects are:

3.1 To advance science in the field of cardiothoracic surgery for the benefit of the public by:

encouraging and promoting excellence in the practice of cardiothoracic surgery;
encouraging innovation in and scientific understanding of cardiothoracic surgery;
promoting, undertaking, encouraging and assisting in research in cardiothoracic surgery;

advancing the education of the public in cardiothoracic surgery.

3.2 To further any other charitable purpose or charitable purposes as recognised in English law relating to the practice of cardiothoracic surgery.

4. Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

4.1 To promote or carry out research.

4.2 To provide advice.

4.3 To publish or distribute information, including, but not limited to, good standards of practice in cardiothoracic surgery and standards and guidelines relating to training in cardiothoracic surgery.

4.4 To co-operate with other bodies, including, but not limited to, the Department of Health, the British Cardiac Society, professional media, medical Royal Colleges, the Post Graduate Medical Education Training Board, the General Medical Council and the Healthcare Commission; and develop formal links with such bodies, where appropriate.

4.5 To support, administer or set up other charities.

4.6 To raise funds (including donations) (but not by means of taxable trading).

4.7 To borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act).

4.8 To acquire or hire property of any kind.

- 4.9 To let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act).
- 4.10 To make grants or loans of money and to give guarantees.
- 4.11 To set aside funds for special purposes or as reserves against future expenditure.
- 4.12 To deposit or invest in funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification).
- 4.13 To delegate the management of investments to a financial expert, but only on terms that:

The investment policy is set down in writing for the financial expert by the Trustees;
 every transaction is reported promptly to the Trustees;
 the performance of the investments is reviewed regularly with the Trustees;
 the Trustees are entitled to cancel the delegation arrangement at any time;
 the investment policy and the delegation arrangement are reviewed at least once a year;

- 4.14 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and the financial expert must not do anything outside the powers of the Trustees.
- 4.14 To arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required.
- 4.15 To deposit documents and physical assets with any company registered or having a place of business in England and Wales as custodian, and to pay any reasonable fee required.
- 4.16 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required.
- 4.17 To pay for indemnity insurance for the Trustees.
- 4.18 Subject to clause 5, to employ paid or unpaid agents, staff or advisers.
- 4.19 To enter into contracts to provide services to or on behalf of other bodies.
- 4.20 To establish or acquire subsidiary companies to assist or act as agents for the Charity.
- 4.21 To pay the costs of forming the Charity.
- 4.22 To do anything else within the law which promotes or helps to promote the Objects.

5. **Benefits to Members and Trustees**

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members but:

members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;
 members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity.

- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:

as mentioned in clauses 4.17 (indemnity insurance), 5.1(2) (interest), 5.1(3) (rent) or 5.3 (contractual payments);

reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;
an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings);
payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).

- 5.3 A Trustee may not be an employee of the Charity, but a Trustee or a connected person may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:

the goods or services are actually required by the Charity;
the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in clause 5.4; and
no more than one half of the Trustees are interested in such a contract in any financial year.

- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, he or she must:

declare an interest before the meeting or at the meeting before discussion begins on the matter;
be absent from the meeting for that item unless expressly invited to remain in order to provide information;
not be counted in the quorum for that part of the meeting; and
be absent during the vote and have no vote on the matter.

- 5.5 This clause may not be amended without the written consent of the Commission in advance.

6. **Limited Liability**

The liability of members is limited.

7. **Guarantee**

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £10 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.

8. **Dissolution**

- 8.1 If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:

by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
directly for the Objects or for charitable purposes which are within or similar to the Objects;
in such other manner consistent with charitable status as the Commission approve in writing in advance.

- 8.2 A final report and statement of account must be sent to the Commission.

9. **Interpretation**

- 9.1 Words and expressions defined in the Articles have the same meanings in the Memorandum.
- 9.2 References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Bylaws

1. **Membership**

- 1.1 The Charity must maintain a register of members.
- 1.2 Membership of the Charity is open to any individual or organisation interested in promoting the Objects who:
 - applies to the Charity in the form required by the Trustees;
 - is approved by the Trustees; and
 - signs the register of members or consents in writing to become a member either personally or (in the case of an organisation) through an authorised representative.
- 1.3 The Trustees may establish different classes of membership (including informal membership), prescribe their respective privileges and duties and set the amounts of any subscriptions. Initially classes of membership shall include Full Members and Trainee Members (together referred to as "Ordinary Members") but such designated classes may be changed or disbanded by the Trustees from time to time on such terms as they may think fit provided only the Full Members and Trainee Members shall be entitled to vote at general meetings of the Charity and the Trustees shall not have the power to vary the voting rights of the members without the approval of a resolution of the Ordinary Members at a general meeting.
- 1.4 Membership is terminated if the member concerned:
 - gives written notice of resignation to the Charity;
 - dies or (in the case of an organisation) ceases to exist;
 - is more than six months in arrear in paying the relevant subscription, if any (but in such a case the member may be reinstated on payment of the amount due); or
 - is removed from membership by resolution of the Trustees on the ground that in their reasonable opinion the member's continued membership is harmful to the Charity. The Trustees may only pass such a resolution after notifying the member in writing and considering the matter in the light of any written representations which the member concerned puts forward within 14 clear days after receiving notice.
- 1.5 Membership of the Charity is not transferable.

2. **General Meetings**

- 2.1 Members are entitled to attend general meetings either personally or (in the case of a member organisation) by an authorised representative or by proxy. Proxy forms must be delivered to the Secretary at least 24 hours before the meeting. General meetings are called on at least 21 clear days' written notice specifying the business to be discussed.
- 2.2 There is a quorum at a general meeting if the number of Ordinary Members present in person or by proxy is at least 35.

- 2.3 The President or (if the President is unable or unwilling to do so) some other member elected by those present presides at a general meeting.
- 2.4 Except where otherwise provided by the Articles or the Companies Act, every issue is decided by a majority of the votes cast.
- 2.5 Except for the chairman of the meeting, who has a second or casting vote, every Ordinary Member present in person or by proxy has one vote on each issue. No other members have voting rights.
- 2.6 Except at first, The Charity must hold an AGM in every year. The first AGM must be held within 18 months after the Charity's incorporation.
- 2.7 At an AGM the Ordinary Members:
 - Receive the names of the President, President Elect and any Elected Trustees (as referred to in Article 3.2.1) elected by the Membership;
 - receive the accounts of the Charity for the previous financial year;
 - receive the Trustees' report on the Charity's activities since the previous AGM;
 - accept the retirement of those Trustees who wish to retire or who are retiring by rotation;
 - appoint (if required) auditors for the Charity;
 - may confer on any individual (with his or her consent) the honorary title of Patron or Honorary Member of the Charity;
 - may discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 2.8 Any general meeting which is not an AGM is an EGM.
- 2.9 An EGM may be called at any time by the Trustees and must be called within 28 clear days on a written request from at least 20 members.

3. **The Trustees**

- 3.1 The Trustees as charity trustees have control of the Charity and its property and funds.
- 3.2.1 The Trustees shall consist of the President, President Elect, Treasurer, Meetings Secretary Honorary Secretary and six Elected Trustees (the "Elected Members") who shall all be Full Members of the Charity.
- 3.2.2 The President Elect and the Elected Members shall be elected by a postal vote of all the Ordinary Members and Article 7 shall apply to the extent that such Article deals with notices sent by post. The Trustees shall establish rules for the selection of prospective candidates and the conduct of any election which shall be included in regulations made under Article 5.4.
- 3.2.3 The President and the President Elect shall hold office for a period of two years. The President Elect shall assist the President in his or her duties and shall carry out such duties as shall be determined by the Trustees and shall, (without any requirement for further action), become the President of the Charity when the President in place at the time of the appointment of the President Elect ceases to hold office for any reason.
- 3.2.4 The Treasurer, Meetings Secretary and Honorary Secretary shall be appointed by the Trustees from the Full Members and shall each hold office for a period of 5 years. After such period has expired any such individual shall be entitled to be appointed President Elect but may not otherwise become a Trustee for a period of two years.
- 3.3 The subscribers to the Memorandum are the first Trustees.
- 3.4 Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees.

- 3.5 One third (or the number nearest one third) of the Elected Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots provided that none of the Elected Trustees shall retire until the second AGM of the Charity.
- 3.6 A retiring Elected Trustee who remains qualified may be reappointed for an additional maximum period of three consecutive years but only after a gap of not less than two years provided that any person who has served as an Elected Trustee may be appointed President, President Elect, Treasurer, Honorary Secretary or Meetings Secretary without any gap.
- 3.7 A Trustee's term of office automatically terminates if he or she:

is disqualified under the Charities Act from acting as a charity trustee;
is incapable, whether mentally or physically, of managing his or her own affairs;
is absent without notice from three consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign;
ceases to be a member (but such a person may be reinstated by resolution passed by all the other Trustees on resuming membership of the Charity before the next AGM);
resigns by written notice to the Trustees (but only if at least three Trustees will remain in office);

- is removed by resolution of Trustees present and voting at a meeting of the Trustees after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views provided that not less than 75 per cent of the Trustees are present and not less than 75% of the Trustees present vote in favour of the resolution to remove any such Trustee
- 3.8 The Trustees may at any time co-opt any individual who is a Full Member to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM. The Trustees may invite such individuals as they think may assist the Trustees to reach decisions to attend meetings of the Trustees but such individuals may not vote.
- 3.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

4. Trustees' proceedings

- 4.1 The Trustees must hold at least 4 meetings each year.
- 4.2 A quorum at a meeting of the Trustees is a majority of the Trustees then in office or 3, whichever is the greater.
- 4.3 A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 4.4 The President or (if the President is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- 4.5 Every issue may be determined by a simple majority of the votes cast at a meeting, but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 4.6 Except for the chairman of the meeting, who has a second or casting vote, every Trustee has one vote on each issue.
- 4.7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

5. Trustees' powers

The Trustees have the following powers in the administration of the Charity:

- 5.1 To make the appointments pursuant to Article 3.2.4.
- 5.2 To delegate any of their functions to committees consisting of two or more individuals appointed by them. At least two members of every committee must be Trustees and all proceedings of committees must be reported promptly to the Trustees.
- 5.3 To make regulations consistent with the Memorandum, the Articles and the Companies Act setting out the classes of membership and the rights and responsibilities of each category of membership including defining the terms "Full Member" and "Trainee Member".
- 5.4 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the selection and elections of the President, President Elect, and the Elected Members and to make standing orders consistent with the Memorandum, the Articles and the Companies Act to govern proceedings at general meetings and to prescribe a form of proxy.
- 5.5 To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees.
- 5.6 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Charity and the use of its seal (if any).
- 5.7 To establish procedures to assist the resolution of disputes or differences within the Charity.
- 5.8 To exercise any powers of the Charity which are not reserved to a general meeting.
- 5.9 To change the name of the Charity subject to the Commission's prior written approval.

6. **Records and Accounts**

- 6.1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping financial records, the audit of accounts and the preparation and transmission to the Registrar of Companies and the Commission of:

annual returns;
annual reports; and
annual statements of account.
- 6.2 The Trustees must keep proper records of:

all proceedings at general meetings;
all proceedings at meetings of the Trustees;
all reports of committees; and
all professional advice obtained.
- 6.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide.
- 6.4 A copy of the Charity's latest available statement of account must be supplied on request to any Ordinary Member. A copy must also be supplied, within two months, to any other person who makes a written request and pays the Charity's reasonable costs.

7. Notices

- 7.1 Notices under the Articles may be sent by hand, by post or by suitable electronic means or (where applicable to members generally) may be published in any suitable journal or national newspaper or any journal distributed by the Charity.
- 7.2 The only address at which a member is entitled to receive notices sent by post is an address in the United Kingdom or Ireland shown in the register of members.
- 7.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

24 hours after being sent by electronic means or delivered by hand to the relevant address;

two clear days after being sent by first class post to that address;

three clear days after being sent by second class or overseas post to that address;

on the date of publication of a newspaper containing the notice;

on being handed to the member (or, in the case of a member organisation, its authorised representative) personally; or, if earlier, as soon as the member acknowledges actual receipt.

- 7.4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

8. Dissolution

The provisions of the Memorandum relating to dissolution of the Charity take effect as though repeated here.

9. Interpretation

- 9.1 In the Memorandum and in the Articles, unless the context indicates another meaning:
- ‘AGM’ means an annual general meeting of the Charity;
- ‘the Articles’ means the Charity’s articles of association;
- ‘authorised representative’ means an individual who is authorised by a member organisation to act on its behalf at meetings of the Charity and whose name is given to the Secretary;
- ‘Chairman’ means the chairman of the Trustees who shall be the President of the Charity;
- ‘the Charity’ means the company governed by the Articles;
- ‘the Charities Act’ means the Charities Act 1993;
- ‘charity trustee’ has the meaning prescribed by section 97(1) of the Charities Act;
- ‘clear day’ means 24 hours from midnight following the relevant event;
- ‘the Commission’ means the Charity Commissioners for England and Wales;
- ‘the Companies Act’ means the Companies Act 1985;
- ‘connected person’ means any spouse, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any firm of which a Trustee is a member or employee, and any company of which a Trustee is a director, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;
- ‘custodian’ means a person or body who undertakes safe custody of assets or of documents or records relating to them;
- ‘EGM’ means an extraordinary general meeting of the Charity;

'financial expert' means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;

'financial year' means the Charity's financial year;

'firm' includes a limited liability partnership;

'Honorary Secretary' means the company secretary of the Charity who shall carry out the duties imposed on the Secretary in accordance with the Companies Act;

'indemnity insurance' means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

'informal membership' refers to a supporter who may be called a 'member' but is not a company member of the Charity;

'material benefit' means a benefit which may not be financial but has a monetary value;

'Meetings Secretary' means the individual appointed by the Trustees pursuant to Article 3.2.4;

'member' and 'membership' include company membership of the Charity;

'Memorandum' means the Charity's Memorandum of Association;

'month' means calendar month;

'nominee company' means a corporate body registered or having an established place of business in England and Wales;

'the Objects' means the Objects of the Charity as defined in clause 3 of the Memorandum;

'taxable trading' means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;

'Trustee' means a director of the Charity and 'Trustees' means the directors;

'written' or 'in writing' refers to a legible document on paper including a fax message;

'year' means calendar year.

9.2 Expressions defined in the Companies Act have the same meaning.

9.3 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

**BY LAWS FOR THE ELECTION OF THE NURSING REPRESENTATIVE SOCIETY FOR
CARDIOTHORACIC SURGERY IN GREAT BRITAIN AND IRELAND**

1. Request for expressions of interest for the post to be announced at the AGM, in the Bulletin and via the e-mail database to members of the forum.
2. Deadline for applications three months prior to required start date, shortlist two months prior to start date and interview one month prior to start date.
3. Anyone is eligible to apply who is professionally involved in Cardiothoracic Surgery and would lead/represent nurses, practitioners, assistants etc.
4. Individuals can be nominated or put themselves forward.
5. Applications should take the form of a statement of interest that covers the following topics:-
 - a. Why the individual wants the role
 - b. What they feel they have to offer
 - c. How they see the role moving forward
 - d. Evidence of good inter-personal communication
 - e. Involvement with education and management
 - f. Evidence of leadership qualities within their position and also some experience with conference organisation.
6. Term of office to be three years subject to annual review
7. Interview to be performed by President, Secretary, Meeting secretary and Nursing representative. Expenses for interview to be covered (second class travel).
8. One month hand-over period between the two Nursing Representatives including one Executive meeting where they both attend.

Bylaw for Trainee Representative Role & Election of Trainee Representative

The Trainee Representative must hold an NTN but will represent all trainees.

Election of trainee representative

Announcement of election from SCTS office by e-mail to all NTN holders who have an email address registered at SCTS. Non SCTS NTN holders may register their e-mail address at the SCTS office via the current Trainee Representative. No e-mail address means no notification of election.

Those NTNs that wish to stand must submit a manifesto to the Young Consultant Representative. The candidates will be members of SCTS. They must be able to show they have the support of their Programme Director to undertake this role and attend the meetings of the Executive, SAC & ICB (approximately 10 in number). It would be advisable to obtain this in writing. They will be expected to attend the ABM each year. The Young Consultant Representative will collate the applications and forward these to the SCTS office.

The SCTS office will call the election and contact those NTN holders (regardless of their SCTS membership status) who have an e-mail address registered at the SCTS office. No e-mail address means no vote.

The Young Consultant Representative to collate results - voting must be cast with training number and will be on a majority basis.

Role

To represent, and actively seek the views of the trainees, to the Executive, the SAC and the Intercollegiate Board.

Maintain an accurate and up-to-date e-mail list of all those training in cardiothoracic surgery and to identify which of those holds an NTN. The Trainee Representative must ensure that the SCTS office is kept fully up-to-date with all these contact details. They must ensure that the President and the Honorary Secretary are aware of all communications with the trainees. This may be in the format of e-mail copies (or blind copies) or a report to the Executive detailing the communications with the trainees. He/she has the responsibility to report back from Executive, SAC and ICB to the trainees. They may also be given tasks or duties by SAC, Executive or ICB relevant to their role as Trainee Representative (i.e. log books and curriculum development) They will be expected to attend the Intercollegiate Board meetings to represent trainees' views regarding the exam process but not to attend the closed part of the meeting. The Trainee Representative will become chair/organiser of the Young Cardiothoracic Surgeon's Club.

Removal from office

In general the rules that apply to the Trustees and elected officers regarding removal from office will apply to the Trainee Representative.

The failure to attend at sufficient meetings of the Executive may require review of the post holder by the Trustees. Failure to meet all their administrative responsibilities may

also be grounds for removal from office. The post holder will demit from office upon appointment as a Consultant or on expiry of their "grace period".

JOB DESCRIPTION FOR HONORARY TREASURER

The Hon. Treasurer of the Society is one of the four main office holders and is responsible for all financial aspects of the Society. He/She is a Trustee of the Society and a Director of SCTS GB&I Ltd.

The Hon Treasurer must be a member of the Society in good standing.

Essential Personal requirements:

1. Eligible for Trusteeship
2. Membership of the Society
3. Experience of team work in a leadership role
4. Knowledge of the aims and remit of the Society

Desirable characteristics

1. Commercial experience
2. Familiarity with VAT
3. Knowledge of basic Charity Law

The Hon. Treasurer is a member of the Executive of the Society and is expected to attend 4 meetings annually in addition to the AGM. At these meetings the Hon. Treasurer is expected to contribute to issues of general business as well as providing specific financial advice to the Executive.

He/She is responsible for participating in the annual appraisal of Society Employees and administers the Society payroll. The Hon Treasurer is responsible for dealing with the Society's accountants, all banking issues, the investment portfolio and all other fiscal issues. He/She is required to present a report at the AGM.

Accountability

The Hon Treasurer is accountable to the President and the Executive of the Society.

COMMUNICATION SECRETARY

TERM: 5 years

SELECTION: By ≥ 3 Trustees

Duties include:

- Producing the Bulletin
- Editing and maintaining the website
- Designing and producing Annual Meeting flyers
- Designing and producing Annual Meeting Programme
- Developing the website as a means of communication to members, non-members, patients and the public
- Liaising with NHS Choices team

This list is not exhaustive.

The Communication Secretary may co-opt other Trustees or Members of SCTS to assist in the performance of his/her duties as they see fit.

WORKING RELATIONSHIPS: SCTS Administrator, Meeting Secretary.

RESPONSIBLE TO: President

REPORTS TO: Executive, Trustees, Representative Board

EDUCATION SECRETARY

TERM: 5 years

SELECTION: By ≥ 3 Trustees

Duties include:

- Developing and implementing an SCTS Education strategy for trainees, consultants and non-consultant career grades.
- Promoting cardiothoracic surgery at undergraduate level.
- Administering SCTS scholarships.
- Approving courses for CME
- Developing and implementing criteria by which SCTS approves courses
- Representing SCTS on SAC and Intercollegiate Exam Board
- Involvement in Revalidation process.
- Linking education strategy with affiliated professionals

This list is not exhaustive.

The Education Secretary may co-opt other Trustees or Members of SCTS to assist in the performance of his/her duties as they see fit.

WORKING RELATIONSHIPS: Chair SAC, SCTS Tutor, Cardiothoracic Dean

RESPONSIBLE TO: President

REPORTS TO: Executive, Trustees, Representative Board

CARDIOTHORACIC DEAN

The Cardiothoracic Dean is appointed by SCTS to advise trainees and represents SCTS on the following committees:

- The Education Sub-Committee of the Society for Cardiothoracic Surgery in Great Britain & Ireland and function as a deputy to the Education Secretary.
- The Specialty Advisory Committee (SAC) for cardiothoracic surgery.
- The Intercollegiate Specialty Examination Board for cardiothoracic surgery.

The Cardiothoracic Dean is a 'voice of the trainee' within our specialty and should therefore have a proven interest in training and postgraduate education. He is also the first port of call for any enquiries about entry into our specialty and these enquiries can vary on a weekly basis from one or two to a dozen or more and can come from anywhere in the world. The Cardiothoracic Dean has a pastoral role for all our trainees, which is over and above the SAC liaison member for individual programmes. The Cardiothoracic Dean is also expected to be actively involved in the quality assurance process for the national selection of cardiothoracic trainees.

The tenure for the post is five years and it is advisable to have prospective support from your Medical Director, as the Cardiothoracic Dean can be away from work for between twenty and twenty five days per year.

Person Specification

The Cardiothoracic Dean has to:

- Be a consultant member of SCTS.
- Comply with the person specification of the SAC, available at: http://www.jcst.org/sac_members/pdfs/application_pack_2009
- Comply with the person specification of an Intercollegiate Specialty Examiner, available at: <http://www.intercollegiate.org.uk/Content/content.aspx?ID=23>

Applications

By e-mail to Isabelle Ferner at sctsadmin@scts.org

Applications should contain a brief resume, evidence that you meet the requirements of the person specification and an outline of your vision for the role.

Closing date Friday 24th April

Selection Process

Applicants will short listed by the Executive of SCTS. The successful candidate will be selected from this shortlist by a ballot of trainees.

Job Description for SCTS Meeting Secretary

The overall responsibility for organisation and running of the meeting rests with the Meeting Secretary. Support is provided by the Deputy Meeting Secretary and two administrative posts in the SCTS office.

Duties include:

- Be a member of the Executive Committee of the Society
- Be a trustee of the Society
- Chair monthly Meeting Organisers Meeting
- Setting an annual meeting budget in conjunction with the Honorary Treasurer
- Defining registration fees in conjunction with the Deputy Meeting Secretary
- Defining venue requirements in conjunction with the Deputy Meeting Secretary
- Designing audio-visual requirements in conjunction with the Deputy Meeting Secretary
- Designing catering requirements in conjunction with the Deputy Meeting Secretary
- Site visits
- Identifying Lead Referees for abstract selection
- Commissioning electronic abstract submission process and overseeing the running of this
- Chairing Programme Committee
- Establishing rules for presentation of abstracts
- Organise and chair presentation assessors and session chairs briefing at AGM
- Oversee meeting advertising
- Prepare Meeting Programme
- Oversee registration process
- Oversee Meeting pages on web site
- Invite and make arrangements for Invited Guests selected by the President
- Identify and invite necessary speakers
- Identify session chairmen
- Establish rules for session chairmen
- Secure casual labour for meeting
- Oversee transport arrangements
- Organise and chair presentation assessment meeting at AGM and coordinate awarding of prizes
- Attend Exhibitors Meeting with Deputy Meeting Secretary
- Organise logistics of complex events

This list is not exhaustive.

The following duties, related to the organisation of the meeting, would be coordinated by the Meeting Secretary but performed by the Publications Secretary:

- Design and printing of meeting flyers
- Design and printing of registration document
- Design and printing of programme

The Meeting Secretary and Deputy Meeting Secretary are expected to work together such that the Deputy Meeting Secretary is able to easily move on to be Meeting Secretary

Job Description for SCTS Deputy Meeting Secretary

Whilst the overall responsibility for organisation and running of the meeting rests with the Meeting Secretary the Deputy Meeting Secretary would be specifically responsible for:

- Setting an annual meeting budget in conjunction with the Honorary Treasurer and Meeting Secretary
- Defining registration fees in conjunction with the Meeting Secretary
- Defining venue requirements, negotiating with venue and ensuring requirements met
- Organising the exhibition, to include:
 - Designing shell scheme requirements, selecting shell scheme company and ensuring requirements met
 - Securing exhibitors, invoicing exhibitors
 - Organising exhibitor's meeting
- Securing of meeting sponsors
- Designing audio-visual requirements, selecting audio-visual company and ensuring requirements met
- Designing catering requirements, selecting catering company and ensuring requirements met
- Obtaining event insurance
- Site visits
- Settling accounts related to the meeting
- Invoicing creditors

This list is not exhaustive.

The Meeting Secretary and Deputy Meeting Secretary are expected to work together such that the Deputy Meeting Secretary is able to easily move on to be Meeting Secretary.