

Bylaws 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".