



# Constitution of the Trainees' Committee

## 1. Definition of a Trainee Representative on the Trainees' Committee

A Trainee who wishes to be elected onto the Trainees' Committee must be a doctor resident in the British Isles who:

- a) Has an NTN and is on the Trainees Register and
- b) Has a minimum of two years training (calendar time) remaining in respect of their projected CCT date at the time of election.

## 2. Function

The Trainees' Committee is a forum for discussion of issues relevant to training in obstetrics and gynaecology as well as wider issues relevant to the profession. The Committee acts as a channel for ensuring trainee representation at Council, and other relevant committees, including outside organisations. These include amongst others the Academy Trainee Doctors Group and the British Medical Association's Junior Doctor Committee. The Committee will organise an annual meeting for Trainees known as National Trainees Conference and will contribute to College newsletters, elect trainees to sit on Council and ask members to take responsibility for certain areas from time to time.

## 3. Frequency of Meetings

The Committee will normally meet three times per year. It will be expected that correspondence will occur between members at other times, largely through email and discussion groups.

## 4. MEMBERSHIP

### Voting members

Members of the committee consist of those members elected by their local peers. These trainees will act as chair of their regional trainee groups. Their election will be organised by the College. Members have full voting rights on the committee and are expected to represent trainees on at least one to two College and external committees. The Committee will consist of one representative from each of the following deaneries unless stated otherwise and the Chair and three Vice Chairs of the Committee.

- East Midlands
- East of England
- Ireland (two representatives; Northern Ireland and Republic of Ireland)
- Kent/Surrey/Sussex
- London (three representatives; South London, NE Thames and NW Thames)
- Mersey
- Northern



- North Western
- Oxford
- Scotland (two representatives; North, East & South Scotland, and West Scotland)
- Severn
- South West Peninsula
- Wessex
- West Midlands
- Yorkshire and the Humber
- Wales

**Other voting members** (appointed through other College committees) include:

- Subspecialty Trainees' Representative
- Academic Trainees' Representatives x2 (one of these posts will be the UKARCOG chair)

These members should submit copies of their respective reports to the Trainees' Committee in time for the meetings and are expected to attend NTC meetings as other voting members. When an elected representative is unable to attend any national trainees' committee or other committee meeting a deputy should be appointed by the representative with approval of the trainee executive to attend in their place. If a representative misses two meetings during their tenure, their post will be put out for re-election, unless there are extenuating circumstances, about which the Chair has been informed and agrees constitute an acceptable reason for nonattendance.

### **Honorary Members**

Honorary members are co-opted onto the committee. The Chair can ask honorary members to leave meetings. Honorary members can represent trainees on other College committees at the Chair's discretion. All honorary members will be invited to NTC meetings.

### **Honorary Members (non-voting)**

- Chair of Trainee Global Health Group
- ENTOG Representative
- BMA Representative
- HEE Representative
- Former voting members as invited by the committee

Honorary College Officers and the Head of Specialty Education and training will be ex-officio members of the Committee.

The maximum duration of full members and honorary members will be two years. If at the completion of their two-year tenure, members who have ongoing tasks and responsibilities where continuity is desirable may, at the discretion of the Chair, be invited to stay on as honorary members to complete these roles. The ongoing membership of these persons will be reviewed at each committee meeting. It is unlikely that this membership period will be greater than one year.



Elected members will be expected to be working in the region they represent. Should they wish to temporarily leave the deanery (such as for OOPE) then their ongoing role on the Trainees' Committee and their ability to represent local trainees must be discussed with the Chair. They may continue in their role at the discretion of the chair.

## 5. Election of Regional Trainee Representative Members

The election process starts with a 'Call for Nominations', which is sent out to Trainees in the deanery by email. If more than one candidate is nominated an election takes place by ballot (via an online voting system), organised by the College.

Candidates must be nominated by two trainees from their deanery - however, self-nomination is acceptable. All Trainees within the deanery are eligible to vote. The Trainee who records the highest number of votes will be elected for a period of two years.

Should the elected representative have less than 3 (but more than 2) years remaining in respect of their CCT date then their period of representation will cease on their CCT date.

The Committee will submit nominations to the President for the post of Chair. Tenure of office for the Chair shall be for up to two years.

A Trainee appointed to a non-training post during their period of office will be required to demit office at the end of the next committee meeting.

## 6. Invited Members

Observers may be invited to attend meetings at the discretion of the Committee.

## 7. Appendices

### Appendix one: Clarification of non-regional roles

#### **Sub-Speciality & Academic Representatives**

These members will represent the interests of their constituents (i.e. sub-specialty and academic trainees) to the Trainees Committee. The election will be organised by the RCOG. Only those trainees who are denominated on the relevant College databases will be eligible to vote in the relevant constituency. These trainees will also sit on the relevant College committees. They will be automatically invited to all NTC meetings.

#### **Global Health Representative**

The Chair of the Trainees' Global Health Committee will be automatically invited to all NTC meetings and will act as a liaison between the two committees. If the Chair cannot attend a meeting, then another member of the TGHC can be nominated in their place.

#### **ENTOG Representative**



This person will represent the Trainees' Committee to ENTOG, and as such, will be elected by the Trainees' Committee. They will be automatically invited to all NTC meetings.

### BMA Representative

This person will be a senior member of the British Medical Association Trainees Committee and will represent the views of the BMA to the committee. It is desirable but not essential that this representative is an obstetrics and gynaecology trainee. They will be automatically invited to all meetings.

### HEE Representative

This person will be a junior doctor undertaking a fellowship at HEE. Ideally this will be an O&G trainee, but in the case that no O&G trainees are in this position, a trainee from another specialty can be elected. They will be automatically invited to all NTC meetings.

### BUSOG Representative

The Chair of the British Undergraduates Society of O&G will be invited to NTC meetings by the Chair as appropriate. If the Chair cannot attend a meeting, then another member of the BUSOG can be nominated in their place.

## Appendix two: Meeting report template

### Summary report template for RCOG Trainees' Committee

<b>Meeting attended:</b>		
<b>Date of meeting:</b>	<b>Time:</b>	<b>Venue:</b>
<b>Is this report confidential? (delete as appropriate) No For RCOG TC Other only (please specify):</b>		
<b>Attendees:</b> (please identify people's roles where possible)		
<b>Key issues of interest discussed:</b> ? ? ? ?		
<b>Action points for TC to follow up &amp; points for discussion:</b> ?		
NB Please notify the trainees executive of action points that need urgent action		
<b>Name of attendee:</b>		<b>Date of report:</b>



**The above template should be completed after attending every committee meeting. When complete, please email your report to the Trainees' Committee via the Google Group. Please email the trainees' executive with any issues of importance.**