

THE TRAINEES' GROUP  
OF THE SCOTTISH INTENSIVE CARE SOCIETY  
Dec 2011

**1. NAME**

a. The name of the organisation shall be the Trainees' Group of the Scottish Intensive Care Society.

**2. DEFINITIONS and ABBREVIATIONS**

- a. "SICS" means the Scottish Intensive Care Society.
- b. "Council" means the Council of the Scottish Intensive Care Society.
- c. "The Trainees Group" means the Trainees Group of the Scottish Intensive Care Society.
- d. "Group" means the Trainees' Group of the Scottish Intensive Care Society.
- e. "The Committee" means the Committee of the Trainees' Group.
- f. "Chairman" means the Chairman of the Trainees' Group.
- g. "Officer" means the Chairman, Secretary and other Officers.
- h. "Member" means a member of the Scottish Intensive Care Society who is eligible under the rules to be a member of the Trainees' Group.
- i. "Co-option" means an invitation to a person who is not a Committee member to attend the Committee to perform a specific task on behalf of the Committee.
- j. "SHO" means Senior House Officer or equivalent under Modernising Medical Careers changes.
- k. "SpR (or equivalent)" means Specialist Registrar or equivalent under Modernising Medical Careers changes.
- l. "ICM" means Intensive Care Medicine
- m. "SICSAG" means the Scottish Intensive Care Society Audit Group.

**3. AIMS and GENERAL PRINCIPLES**

- a. The SICS Trainees' Group will exist to promote ICM among trainees from all base specialties in Scotland, to encourage education in ICM, to represent the views of Scottish trainees with an interest in ICM, to promote trainee activity in nationwide audit through the audit share project, and, not least, to encourage social links between ICM trainees.
- b. Any key roles and offices within the Trainees' Group will be appointed fairly and openly, and where appropriate through a vote from the SICS trainee membership. Key decisions will similarly only be taken following consultation and subject to approval by the Group membership and Council.
- c. Voting on representation and other matters, and entitlement to representation to the SICS, will be subject to SICS membership, and current appointment to a training grade post (or equivalent under modernising medical careers changes).
- d. It is anticipated that appointed SpRs (or equivalent) in ICM in Scotland will take an interest in the Trainees' Group and adopt key leadership roles, but

involvement from members of the Group at all stages of training will be positively valued and actively sought.

#### **4. MEMBERSHIP**

a. Membership of the Trainees' Group will include all members of the SICS that are currently in training posts (or equivalent under modernising medical careers changes).

#### **5. ADMINISTRATION**

a. The Trainees' Group shall be governed by the Committee, and subject to the overall control of Council via the Honorary Secretary.

b. The Committee shall consist of Chairman, Secretary, Audit-Share Coordinator, and Education/Meetings Coordinator.

c. Only members of the Trainees' Group will be eligible to sit on the Committee. It is anticipated that Advanced Trainees (or equivalent) in ICM will be the most likely to adopt these roles, but this will not be a condition of eligibility.

d. The Chairman shall represent the Committee on Council, set the agenda for meetings of the Committee, oversee and facilitate the achievement of the aims and purposes of the Group.

e. The Secretary will manage the membership list, take minutes of meetings of the Committee, and ensure dissemination of the activities of the Committee to the Trainees' Group membership. They will liaise with the SICS Honorary Secretary for purposes of managing the membership list and email. They will manage the SICS Trainees' Group Facebook page and any other social media pages the group maintain. They will be responsible for dissemination of information to Regional Linkmen.

f. The Audit-Share Coordinator will take the lead role in running the Audit Share project. They may chair a sub-committee for this purpose. It is anticipated that they would also sit on the SICSAG steering group, subject to agreement by Council.

g. The Education/Meetings Coordinator will take a leadership role in the organisation of educational activities of the group. These will consist of the annual SICS Education meeting, and other meetings directed at various groups. They may chair a subcommittee for these purposes, or delegate responsibilities as appropriate. It is anticipated that they would also sit on the SICS Education committee, subject to agreement by Council.

h. Given the variation in representation from the regions of Scotland on the Committee, a volunteer Regional Linkman will be sought in each of the training regions of Scotland. The Linkmen will be co-opted members of the Committee and as such will not have voting rights. The Linkmen will be responsible for promoting the activities of the Trainee Group to ICM trainees

in their regions. It is envisaged that they will also be regional leads for the Trainee Group Audit.

i.. From time to time other members of the Group may be co-opted to sit on the Committee to fulfil other roles which may arise. Any such role and appointment would be subject to approval by the membership at the next Annual General Meeting.

j. Quorum at Committee meetings shall be three Committee members. It is anticipated that much decision making may be made via informal communication and email. Decisions should be discussed by all Committee members wherever possible. In the case of a 50:50 split the Chairman shall have an additional casting vote.

## **6. ELECTIONS**

a. Any member of the Trainees' Group may stand for election (see 5c above).

b. Elections will take place annually in advance of the Annual General Meeting.

c. In order to stand candidates should be nominated by one member of the Group and seconded by another. Nominations should be received by the Secretary within 8 weeks of the AGM.

d. Voting will proceed as Council directs including electronically. Personal statements may be used to provide information about candidates. Numerical results will be announced at the Annual General Meeting. In the event of a tie a run-off election will be conducted.

e. All SICS members that are currently in training posts may vote.

f. If the number of nominees is the same or less than the number of positions available on the Committee then nominees may be appointed without a vote.

g. The voting system will model the SICS voting system. In the case of this model not being suitable then candidates with the most votes will be appointed to the Committee.

h. Committee members shall appoint each other to the various Offices, by mutual agreement where possible.

i. Committee members will hold post for a maximum of two years. On completion of SpR (or equivalent) training and appointment to a non-training post, they will resign their position at the next Annual General Meeting.

## **7. ANNUAL GENERAL MEETING**

a. It is anticipated that the Annual General Meeting will coincide with one of the educational events organised by the group or the SICS Annual Scientific Meeting.

b. An annual report will be presented by the Chairman. The results of any elections will be announced. Any changes to the SICS Trainees' Group constitution will be ratified. Plans for the coming year may be presented and discussed. Other business pertaining to the activity of the Trainees' Group may be discussed and voted upon where appropriate.

c. Proposed changes to the Trainees' Group constitution will be circulated amongst the Group membership by email one month before the Annual General Meeting, when such changes may be ratified, modified or rejected by the membership.

d. Quorum at the Annual General Meeting, and any general meeting, shall be considered 50% of the membership. If this is not achieved then votes may be deferred to take place online or via email. In the case of an online poll then 50% or more of the received votes will constitute a majority.

Signatories:

Outgoing Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Outgoing Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_