

## Responsibilities of Council Members

This summary is to inform those who are seeking election to Council, and also those who have been successful, about the duties and responsibilities of a Council member of the Scottish Intensive Care Society.

In order to stand for election you must be an SICS member of the appropriate category, and region if standing for a regional representative post, and submit a nomination form signed by two appropriate proposers. If there is more than one candidate for a post, a vote will be held in line with the Society's constitution. The representative's term in office begins as of the Annual General Meeting and runs for two years with an option to serve a further two years. The Trainee Committee arrange their own elections along similar lines, with a maximum two year term of office.

Council meets three times a year, in May, September and January. The May and September meetings are on a Friday, run from 14:00 to 17:00 and are held in the Bridge of Allan. The January meeting is held the day before the Annual Scientific Meeting. In addition the Annual General Meeting is held at the end of the first day of the ASM. Travel expenses for attendance at Council meetings are met by the Society. Forms are available from the Honorary Treasurer.

Council members should not normally consider being absent from Council meetings unless an unexpected matter of urgency or high priority arises. The President of the Society would normally expect to be informed of the reason. The same applies to the Annual General Meeting.

The membership representatives' input is highly valued by all the SICS Council, and the SICS members that they represent, and hopefully the broad nature of topics discussed offers reps useful information and updates for their region, a forum to air their region's views or concerns, an opportunity to become involved in all aspects of SICS business, and in due course to consider taking on office bearer roles.

To this end newly elected Council members will be expected to take a full part in the running of the Society within their first year of appointment. Each elected representative should become an active member of the one of the Society's sub groups. This allows reporting back to Council of the sub group business if the sub group chair cannot be present.

The Society is a charity and in accordance with charity law those who represent it have certain responsibilities. The office bearers are the named trustees but all Council members need to be aware of the implications of our charity status. By nature of our charitable status we must quote our OSCR number in any Society correspondence including any letters or emails sent under the auspices of SICS business. More information can be obtained from the Office of the Scottish Charity Regulator website at **[www.oscr.org.uk](http://www.oscr.org.uk)**.

We respect our members' expectation of data protection and to this end any copies of databases or any other members' details must be kept safe and password protected at all times.

The continued success of the Society is greatly dependant on the active participation of elected representatives in fulfilling their duties as above. Council feels it is important that candidates are aware of these responsibilities

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