**BRITISH SOCIETY OF UROGYNAECOLOGY (BSUG)**

**TRAINEES’ COMMITTEE**

**TERMS OF REFERENCE**

**PURPOSE**

The aim of the Trainees’ committee is to organise and run educational and networking events relevant to all trainees in Obstetrics and gynaecology including out of programme (research/other), advanced Training Skills Modules (ATSM) and Subspeciality trainees (SST). The trainees’ committee is also responsible for supporting and promoting interest in the sub-speciality of Urogynaecology to trainees of all grades.

The trainees committee also helps to support all the other BSUG committees by providing trainee representation, and thus support and trainee insight into all BSUG activities

**ROLES AND RESPONSIBILITIES**

1. To plan, organise and run educational events including webinars, networking meetings and events
2. To develop and maintain educational resources on the BSUG trainee’s website
3. To collaborate with other trainee committees to promote interest in Urogynaecology as well as raise the profile of BSUG
4. To support and promote trainee interests across all BSUG activities

**MEMBERSHIP**

Membership of the Trainee’s committee is open to all associate trainee members of the society. The size of the committee will be between 8-12 members.

Trainees who are members of other BSUG committees automatically become members of the Trainees’ committee.

Core membership is made up of:

1. Chair
2. Deputy
3. Trainee members of all BSUG sub-committees
4. Two to three trainees, who are just on this committee – independent of the others. Trainees who are keen to help with this work, whilst other trainees will be busy elsewhere.

Vacancies will be advertised by e-mail notification to the membership of BSUG. Interested candidates will complete an application form. New committee members will then be chosen by a majority vote of the existing members. Discussion with the BSUG executive members will take place in the event of a tie break or conflict.

Committee members must agree to the following conditions of membership:

1. Commit to serving a term of 3 years, with a maximum extension of six months on mutual agreement
2. Maintain their BSUG membership
3. Attend at least 2 of the BSUG annual meetings during the 3-year term
4. Respond to requests in a timely fashion, including attendance at teleconferences throughout the year
5. Maintain their contact details updated
6. Maintain BSUG code of conduct

 If a member fails to meet the above requirements, they may be asked to step down from the committee.

**TERMS OF OFFICE**

1. New committee members will serve a 3-year term
2. Term ends once training is completed and they move onto consultant posts, regardless of duration
3. The term is not renewable. Extensions can be granted, by mutual agreement, for further six months to allow completion of work or to cover any unfilled vacancies on the committee.
4. Election of a Chairperson will follow established BSUG procedures
5. The Chair will serve a 3-year term only. An extension of one year could be considered in exceptional circumstance and after agreement by the BSUG exec
6. The number of officers elected each term will be determined by the number of open positions required
7. Any member will automatically step down as soon as they become a consultant

**REPORTING PROCESS**

Committee members will report to the Chair.

The Chair of the committee will report to BSUG Executive committee.

The responsibilities of the committee members, including the Chair, include communication and liaison with the Executive committee and other BSUG subcommittees as appropriate for the performance of their duties.

**MEETINGS**

Trainees Committee meetings will be held two or three times a year by teleconference or electronically, as well as face-to-face during the BSUG Annual Meeting. Members who do not participate in at least one meeting/teleconference during the year will be asked to stand down.