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Notification to members of the Faculty of Surgical Trainers  
Nominations are sought for:

## MEMBERS OF FST ADVISORY BOARD

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### SUMMARY AND CRITERIA

Nominations are invited for the election of members of the Faculty of Surgical Trainers (FST) Advisory Board. There are vacancies arising for:

- up to two representatives of the **Fellows of FST**;
- up to two representatives of the **Members of FST**; and
- up to two representatives of the **Associates of FST**.

The Advisory Board of FST is responsible for:

- Advising FST on professional matters pertaining to surgical education and training;
- Advising on the development of standards and processes for membership of FST;
- Advising on the strategy and policies of FST;
- Advising on the development of courses and other educational activities, including endorsements;
- Providing or guiding the sourcing of expert opinion and advice, when required, on matters related to surgical education and training;
- Assisting in the planning of FST meetings and events including the annual meeting; and
- Advising on steps FST can take to encourage innovation, research and improvement in the field of surgical education and training.

These vacancies have arisen as the current representatives will complete their term of office on 31 August 2021. All current representatives are eligible for re-election. The successfully elected candidates will take up their positions from 1 September 2021.

Nominations, given on the provided nomination forms should be sent to the College at [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk) for the attention of the Honorary Secretary of the Faculty of Surgical Trainers.

## **Eligibility Criteria**

Nominees must be Associates, Members or Fellows of the Faculty of Surgical Trainers of the Royal College of Surgeons of Edinburgh (as required, according to the specific role), in good standing with the College and their regulator and eligible to stand for election.

## **Election Process**

Individuals matching the criteria above and wishing to seek nomination for one of these elected roles must submit the following documentation, **by no later than 10:00 on Friday 2 July 2021** to [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk):

- a) A signed nomination form detailing a proposer and seconder who must be an FST Associate, Member or Fellow in good standing
- b) A nominee information form including a supporting statement

Any nominations submitted beyond the stipulated closing date will not be accepted.

In the event that the number of valid nominees exceeds the number of available vacancies, an election will be held and all nominees will be informed.

Where the number of valid nominees is equal to the number of vacancies, the nominees will be declared to have been duly elected.

Please note that, should an election be required, an online ballot will be administered, on behalf of the Faculty, by Civica Election Services (CES). If required, ballot papers for the election of members of the Faculty of Surgical Trainers will be sent via email in July 2021, and the election conducted.

## **Period of Office**

The successful candidates shall take office as elected members of the FST Advisory Board for an initial three-year term. They shall be eligible for re-election for a further period of three years.

## **Time Commitment**

Meetings of the Advisory Board are normally held twice per year. These meetings are currently held online but may also be held in Edinburgh. It is expected that the elected members of the Advisory Board will normally undertake the equivalent of around eight further days of activity per year, in support of the work of the Faculty. This may include contributing to the promotion of FST by supporting the production of written materials and articles, representing and promoting FST at other meetings, developing FST educational products, etc.

## **EXTRACT FROM FST STANDING ORDERS**

### **5. Faculty Advisory Board**

- 5.1. The Faculty Advisory Board comprises of voting and non-voting members, as set out in Clause 5.13 of the constitution of the Faculty of Surgical Trainers.

- 5.2. Up to six members of the Advisory Board shall be elected from within the membership of FST as voting members of the Faculty Advisory Board, this shall consist of up to two representatives of the Fellows of FST, up to two representatives of the Members of FST and up to two representatives of the Associates of FST.
- 5.3. Persons proposed for election to the Advisory Board must be members of FST in good standing.
- 5.4. The elected members of the Advisory Board may serve a term of three years in this role. They may, on being re-elected, serve for a second full term and, thereafter, they must stand down from the Advisory Board for a period of at least one calendar year before being eligible for re-election.
- 5.5. Any member of FST may be nominated, with their consent, by two other members of FST who shall sign the nomination paper and return it to the Returning Officer before the closing date for the receipt of nominations.
- 5.6. Should an elected member of the Faculty Advisory Board cease to be a member of FST they shall immediately cease to be a member of the Advisory Board.
- 5.7. In the event of one of these elected positions becoming vacant, an election should be held as soon as is practicable in order to fill the vacancy.

### **Further information**

Please contact [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk)