

The Constitution and Rules of the Moynihan Academy

January 2023

The Moynihan Academy (Founded 2021)

THE ROYAL COLLEGE OF SURGEONS OF ENGLAND

38-43 LINCOLN'S INN FIELDS

LONDON WC2A 3PE

Website: <https://moynihanacademy.org.uk>

Email: ma@asgbi.org.uk

1. Background

The Moynihan Academy (MA) is an official branch of the Association of Surgeons of Great Britain & Ireland (ASGBI). It is a collaboration of Medical Students, Foundation Years, Core Surgical Trainees, Specialist Trainees, Post CCT Fellows, SAS Surgeons and Locally Employed Doctors.

2. Title

The Moynihan Academy

3. Vision

The MA aims to foster an atmosphere of collaborative learning, training, research and networking for doctors and allied healthcare professionals interested in General Surgery, Emergency General Surgery and Trauma Surgery.

The MA will promote improvement, inclusivity, fairness, equal opportunity, and excellence in surgical training.

Motto: The MA is for all aspiring and established surgeons, unified in the pursuit of excellence in General, Emergency, and Trauma Surgery

Shortened Motto: Pursuit of Surgical Excellence

Modernised Moynihan Quote: "The ideal surgeon must have the confidence of a lion and the precision of a seamstress, not the aggression of a lion and the timidity of a sheep."

4. Objectives

The objectives of the MA are to:

- Promote the role of General Surgery (GS), Emergency General Surgery (EGS), and Trauma Surgery (TS) in patient care
- Establish a network of aspiring and established surgeons in the field of GS, EGS and TS.
- Act as a platform and a voice for its members, supporting surgical training by engaging with relevant national and global surgical bodies.
- Advocate for high quality training in GS, EGS, and TS, through engagement with policy makers.
- Provide clinical educational resources and courses on GS, EGS, and TS for all members of the MA.
- Promote and deliver high-quality multi-centre audit and research in the field of GS, EGS and TS.
- Provide career support to medical students and doctors looking for a career in GS, EGS and TS across all levels.
- Provide educational resources on non-technical skills to manage GS, EGS and TS.
- Provide wellbeing and psychological capability resources relevant to working in GS, EGS and TS.

5. Membership & Structure

- **Membership**

Membership consists of three levels:

- *Ordinary members* of the MA are all non-consultant, fee paying members of the ASGBI, with all rights afforded to members.
- *Council members* are fee paying members of the ASGBI voted into specific council roles. They must be in good standing with the GMC.
- *Honorary members* are typically past MA presidents and vice-presidents. In addition, the MA council may at their discretion award honorary status to exceptional individuals and will retain this status until they achieve Consultant status OR a period of three years has elapsed. They must remain fee paying members of the ASGBI but do not pay additional fees for MA activities.

- **Moynihan Academy Council**

The MA Council runs from ASGBI conference to conference (typically May to May) with positions advertised in March and elections throughout April. All current members and prospective members of the MA Council must be current ASGBI members.

- **ASGBI Executive Representative**

The ASGBI Executive Board appoints a representative (usually the President-Elect) to guide and support the activities of the MA. The ASGBI Executive representative is not expected to attend Council meetings but will be kept updated by the MA Council President, Vice-President and/or Secretary.

- **Changes to Council Structure**

Changes to the structure of the Council must be proposed by the current President and will be permitted at the discretion of the Council via majority

vote of $\geq 60\%$. The President may add or change up to two voting roles in any term, up to a maximum of 20 voting council members.

- **Elections**

Elections should be transparent, and results will be published in the newsletter and annual yearbook.

Vice-President:

To be eligible the individual must have served a minimum of a year on council and must not be in a substantive consultant post at the time of taking up the Presidency. Council will vote upon applications and the top three applications will be put forward to the ASGBI Executive and President for interview who will determine the successful candidate.

Non-Vice-President roles:

All members will have a blinded vote on applications which will consist of 250-words.

External Seats/Invited council roles:

Whilst the MA does not have direct control over the processes of other organisations, we will ask for evidence of process transparency when members are elected to our invited council roles.

6. Officers

The President and Vice-President will be appointed by the process outlined in point (5).

The following officers will be appointed to the Moynihan Academy through membership election as outlined in point (5) for a one-year term (unless otherwise stated):

- Medical Student Representative (2 positions)
- Foundation Years Representative

- Core Trainee Representative
- Trauma Lead
- Research Lead
- Wellbeing Lead
- Treasurer
- Engagement & Social Media Lead
- Moynihan Academy Representative to ASiT
- General Secretary
- Training & Education Lead
- Inclusivity & Diversity Lead
- ASGBI Charity Representative: 2-year
- SAS Representative: 4-year

The following officers are invited to sit upon council as representatives from other organisations without voting rights in council elections:

- ASiT Representative to Moynihan Academy: 1-year

a) President:

The role of the President is to direct the Moynihan Academy, overseeing the activities of the Council and ensure that the Academy's activities are in keeping with its core values and its constitution. The President must have at least 1 year of experience on MA council, must have a minimum of 5 years post-graduate experience, and must be approved by the ASGBI Executive. The President cannot be in a substantive consultant role at the time they assume office.

The Presidency will be assumed by the Vice-President (Incumbent) each year from the 1st of May. The duration of Presidency will be 1 year. Outgoing president and previous presidents are not eligible for elections. If the Vice-President does not wish to fulfil the Presidency, then suitable Council

members with at least 1 year of MA experience can stand for Presidential election.

The presidential term can be shortened if the President chooses to stand down. In the event of a shortened term, the Vice-President will assume the Presidency, and the term will include remainder of the existing term and the full next year's term.

b) Vice-President (Incumbent):

The duration of the Vice Presidency will be for 1-year starting 1st of May, after which, the Vice-President assumes the role of the President should the individual wish to do so. The role of the Vice-President can be terminated early on the decision of the individual to stand down. A successful no-confidence vote against the Vice-President will result in the termination of their term, membership of the Council and they would not be eligible to assume the Presidency in future elections.

The Vice-President must have at least 1 year of experience on MA council, must have a minimum of 5 years post-graduate experience, and must be approved by the ASGBI Executive.

The role of the VP is to support the executive decisions of the Council and take on the role of the presidency after 1-year. They must fulfil the eligibility criteria for the role of President.

c) General Secretary:

Duration of an individual holding the Secretary position shall be for 1-year or end on the decision of the individual to stand down.

The Secretary's role is to oversee the general administration of the Council ensuring accurate records of activities, meetings, and communications with external organisations. The secretary formulates the newsletter and disseminates this as well as any urgent communications. In the absence of the President and VP, the Secretary shall co-ordinate the activities of the MA.

d) Medical Student Representative (2 positions):

Duration of an individual holding the position shall be for 1-year or end on the decision of the individual to stand down. The role of the Medical Student Representative is to liaise with medical student organisations and surgical societies across Great Britain and Ireland and build a network of students interested in GS, EGS and TS. They will work closely with other Council and ASGBI Exec members to deliver educational content and supportive activities to medical students. They will contribute to the medical student section of the Newsletter. They will help co-ordinate the yearbook to be delivered at the ASGBI conference. This role is limited to students enrolled in a medicine course.

e) Foundation Years Representative:

Duration of an individual holding the Foundation Years Representative position shall be for 1-year or end on the decision of the individual to stand down. The Foundation Years Representative will be a current FY1 or FY2 doctor or have received their foundation school allocation. Their role will be to represent the interests and requirements of Foundation Years doctors with an interest in General Surgery. They are responsible for maintaining the social media post rota, and to help the engagement and social media lead. They are to organise the yearbook with the medical student representatives to be published at the ASGBI conference. The Foundation representative should seek courses for foundation trainees and include these in the newsletter.

f) Core Trainee Representative:

Duration of an individual trainee holding the Core Trainee Representative position will be 1-year or end on the decision of the individual to stand down. The Core Trainee Representative will be a current CT1- CT3 doctor when elected, and their role will be to represent Core Trainee doctors with an interest in GS, EGS and TS. They are required to assist the education and research lead and disseminate key MA information to their peers. They are responsible for hosting the preparing for CST webinar and portfolio review

evening, and for organising the Thriving in Surgery webinar (introduction to surgical pathology and how to manage the unwell surgical patient).

g) Research & Audit Lead:

Duration of an individual holding the Research & Audit Lead position shall be for 1-year or end on the decision of the individual to stand down. The role of the Research & Audit Lead is to collaborate with MA members, ASGBI research lead as well as external groups/organisations in undertaking/supporting audit, service improvement or original research pertinent to GS, EGS and TS. Within their one-year period they should aim to present one piece of original MA work. The role would be suitable for individuals with at least 2 years of post-graduate experience.

h) Training & Education Lead:

Duration of an individual holding the Training & Education Lead position shall be for 1-years or end on the decision of the individual to stand down. The role of the Training & Education Lead is to undertake and organise educational events, workshops, webinars and generally support GS, EGS and TS training across all levels of training. Specifically, they should oversee the webinar series, run a course each year and organise the MA EGS and TS Day. The role would be suitable for individuals with at least 2 years of post-graduate experience.

i) Trauma Lead:

Duration of an individual holding the Trauma Lead position shall be for 1-year or end on the decision of the individual to stand down. The role of the Trauma Lead is to promote Trauma General Surgery education, service improvement, research, and audit by liaising with the relevant Council members in these respective positions as well as external organisations relevant to Trauma General Surgery. The Trauma lead shall host at least two educational events, contribute to the newsletter, and oversee aspects of the Surgeon2Resus MA

podcast. The role would be suitable for individuals with at least 5 years of post-graduate experience.

j) SAS and LED Representative:

As per the ASGBI constitution this individual is elected by voting amongst the ASGBI members. Duration of an individual holding the SAS Representative position shall be for 4-year or end on the decision of the individual to stand down. Their role will be to further promote post CCT training in GS, EGS and TS, represent post CCT EGS fellows and support trainees and SAS surgeons with interest in a career in GS, EGS and TS. They should organise one SAS and one LED webinar each year of their term. The role is reserved for SAS grade individuals.

k) Inclusivity & Diversity Lead:

Duration of an individual holding the Inclusivity & Diversity Lead position shall be for 1-year or end on the decision of the individual to stand down . The role of the Inclusivity & Diversity Lead is to ensure that the activities of the MA are in keeping with its founding principles of fairness, equal opportunity, inclusivity, and diversity. They will also represent the MA on the Inclusivity & Diversity committee of the ASGBI. They will be required to host at least an inclusivity webinar each year, as well as an update on the EGS day. The role would be suitable for individuals with at least 2 years of post-graduate experience.

l) Engagement & Social Lead:

Duration of an individual holding the Engagement & Social Lead position shall be for 1-year or end on the decision of the individual to stand down . The role of the Webpage & Social Lead is to ensure upkeep of the MA website and the development of the Academy's online presence, particularly on social media such as Twitter.

m) ASGBI Charity Representative:

Duration of an individual holding the Surgical Foundation Representative position shall be for 2-year or end on the decision of the individual to stand down. The role of the Surgical Foundation Representative is to represent the MA on the Board of Trustees of the Surgical Foundation and act as a liaison between the two organisations to ensure successful completion of joint activities and projects. A doctor at any level of career progression is eligible for this role.

n) ASiT Representative to Moynihan Academy:

chosen by the Association of Surgeons in Training (ASiT) Council to represent ASiT on the Moynihan Academy Council. Duration of an individual holding the ASiT Representative to Moynihan Academy position shall be for 1-year. The individual will serve as a link between ASiT and the MA as well as helping to coordinate activities and update each society on the wider issues within the surgical community. The role is for Core Trainees and Specialist Trainees who must be current members of both ASiT and ASGBI. They will help co-ordinate ASiT activities at ASGBI conference.

o) Moynihan Academy Representative to ASiT:

Duration of an individual holding the Moynihan Academy Representative to ASiT position shall be for 1-year or end on the decision of the individual to stand down. The role of the Moynihan Academy Representative to ASiT is to represent the interests of the MA on the ASiT Council as part of a reciprocal arrangement between the two organisations. The role is reserved for Core Trainees and Specialist Trainees who must be current members of both ASiT and ASGBI. They will help co-ordinate MA activities at ASiT conference.

p) Wellbeing Lead:

Duration of an individual holding the Wellbeing Lead shall be for 1-year or end on the decision of the individual to stand down. The role of the Wellbeing Lead is to promote wellbeing within the MA. They will deliver the weekly 'Wellbeing Wednesday' tweets with the assistance of the inclusivity and diversity officer.

They will contribute to the newsletter, and they will be supported by all council members in their annual wellbeing day event.

q) Treasurer:

Duration of an individual holding the Treasurer position shall be for 1-year or end on the decision of the individual to stand down. The role of the Treasurer is to seek and organise sponsorship for both MA activities and the yearbook. They will liaise with other associations where there is payment for MA involvement i.e., an MA course. Report with director of finance, manage the budget, and submit an annual report at AGM and any requests for funding. They will liaise with European associations to seek bursaries for surgical experiences, and they will help publicise ASGBI bursaries and awards. The Treasurer is responsible for sourcing and storage of MA merchandise and promotional materials. The role would be suitable for individuals with at least 5 years of post-graduate experience.

7. Council Meetings

The Council must meet a minimum of 10 times a year (with the January and May meetings being in person) to discuss its business and activities. More frequent meetings between committees and sub-committees will take place. All council members are expected to attend (7/10) meetings throughout the year. If unable to attend, members are expected to send their apologies to the Secretary prior to the meeting. If a Council member fails to attend 3 consecutive Council meetings, they will automatically be removed from position. Council meetings will fall on the second Tuesday Friday of every month. Meetings will be recorded.

8. Constitution & Structural Amendments

Changes to the constitution must be proposed by the current President and will be voted on at the AGM via majority vote of ≥ 60 . Once approved, amendments are effective immediately.

9. Presentations and Course Uniformity

Each MA council member will have access to MA stock slides and an MA pin. Unless otherwise agreed, when giving presentations, running courses or attending meetings on behalf of the MA the council member will be expected to use these.

10. Decision Making

The MA has an ethos of democratic, transparent, and inclusive decision making and as such, collective decision making is encouraged. The decision to put certain matters to a collective vote is the prerogative of the President except for the Constitution or the Council's structure, which require mandatory voting.

The core values of ASGBI lie in the desire to promote the highest standard in the practice of General Surgery, for the benefit of patients and members.

11. Equality Diversity and Inclusion Policy

As a branch of the ASGBI we adhere to the ASGBI EDI policy. We at the MA understand that equality, diversity, and inclusion are important as we strive for excellence. Our members come from every walk of life and, therefore, to represent them effectively, so should we. The MA recognises that inclusion is about the choices we make, the words we use and the actions that we take every day. It is essential that our members are respectful and open to ideas, perspectives, and outlooks different from their own. The MA expects all members to uphold this ethos in their interactions with patients and colleagues alike. We recognise its positive effect on innovation, quality of care and the well-being of the workforce. As such, the MA will ensure equality is at the core of future work that is carried out, and we look forward to the positive impact it will have in education, research, and clinical excellence.

12. Parental Leave, Less Than Full Time Working (LTFT), Difficult Circumstances – e.g., bereavement and long-term illness

The MA is an inclusive organisation, and recognises that life presents unique opportunities, challenges, and joys. As such we have set out clear guidance for council members in relation to Parental Leave, less than full time working and difficult circumstances.

- **Parental Leave:**
 - The council member should discuss this with the President at the earliest opportunity. The MA will endeavour to support parental leave through flexible approaches including deferral of post and extended handover.
 - Extended handover consists of the council position being advertised early and both the successful applicant and previous role holder work together for an additional 2–4-month handover period.
- **LTFT:**
 - LTFT individuals are welcome to apply to all roles.
 - They will be expected to serve their term of 1 year and attend the meetings as outlined in item 7.
- **Difficult circumstances:**
 - Any change in circumstances or difficulties with roles will be discussed and supported on a case-by-case basis.
 - The council member should discuss this with the wellbeing lead and President at the earliest opportunity.
 - Options will be discussed including Extended handover.

13. Inter-Member Issues, Disputes & Resolution

All members are encouraged to resolve inter-personal/professional issues and disputes amongst themselves by agreement. In cases where this is not possible or appropriate, members must escalate any issues for mediation by the President and

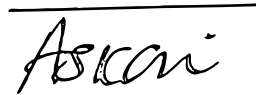
Vice-President. In situations where the President and Vice-President are involved in the dispute, these shall be escalated to the ASGBI executive.

This constitution has been formed and signed by



Mr Michael Okocha

President 2023-24



Mr Alan Askari

1st President 2021-22



Miss Liz Vaughn

President 2022-23



Mr Matt Lee

Vice President 2022-23

Professor Gill Tierney

ASGBI President 2023-24



Financial Management Policy – Moynihan Academy

The ASGBI manages the finances for its trainee arm, The Moynihan Academy (MA). Any MA activities should be financed by MA raised funds which can be generated via sponsorship and events.

The ASGBI will absorb the cost of the MA website (hosting and domain) and email address, on the condition that the MA must keep their website up to date and inbox monitored regularly. All other expenditure must be covered by the MA.

Income

The MA should contact the ASGBI General Manager to request any income generating invoices. All funds will be collected via the ASGBI, and ring fenced for MA related expenses.

Expenditure / Expenses

Providing there are sufficient funds available, the MA Council (via the MA Treasurer) can be reimbursed expenses by submitting an expenses claim (with supporting receipts) to the General Manager. For larger sums requiring pre-payment, subject to approval, the MA can request that the General Manager pays via debit card.

Any travel and accommodation expenses for Moynihan Academy committee meetings should be in line with ASGBI's general expenses policy.

Budget

It is the responsibility of the MA Treasurer to prepare an annual budget and share with the ASGBI Director of Finance.

Sponsorship / Funding

The MA should source its own sponsors / funding to support its activities. Please note, all support which include a current ASGBI Strategic Partner must be ran past the General Manager in the first instance.

Requests for ASGBI Funding / Resources

The ASGBI is happy to consider all requests for financial support or team resources. A full project plan must be provided which will be reviewed and assessed by the ASGBI Executive Board. Please contact the General Manager for a request form.

Financial Reporting

Balances and financial summaries must be requested via the General Manager giving 5 working days notice.





ASGBI
Association of Surgeons of
Great Britain and Ireland



Memorandum of Understanding

Between

The Association of Surgeons of Great Britain and Ireland (ASGBI)

And

The Association of Surgeons in Training (ASiT)

1) Purpose

The purpose of this Memorandum of Understanding (MoU) is to provide the ASGBI and ASiT Executive Committees, clarity on the corporation and partnership concerning the ASGBI's trainee group, the Moynihan Academy.

The Moynihan Academy will work under the auspices of the ASGBI, to support the needs of medical students and surgeons in training for General Surgery with a particular focus on Emergency General Surgery (EGS). The functions of the Moynihan Academy are:

- I. To focus on matters relating to General Surgery, primarily Emergency General Surgery (EGS)
- II. To promote EGS as a primary specialty interest
- III. Deliver safe and relevant training opportunities required by the curriculum
- IV. Provide a forum to discuss teaching, support, facilities and learning opportunities, and addressing when standards are not being met
- V. To support the health and wellbeing of its members

Membership of the organisation shall be open to all trainee and medical student members of the ASGBI.

2) Scope

The parties agree that it is to their mutual benefit to support each other's aims and work closely on the Moynihan Academy. All parties recognise the value of close cooperation between the ASGBI and ASiT. Collaboration between parties will enhance our capabilities to support the training and career development of trainees and medical students in the UK and Ireland. It should be noted that by participating in the partnership, the partners are not committing to legally binding obligations. It is intended that the partners remain independent of each other and that their collaboration and use of the term 'partner' does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

3) Obligations

The ASGBI agrees to:

- I. Include a position on the Moynihan Academy Committee for an ASiT Representative, including any standard meeting related expenses.
- II. Promote ASiT activities to appropriate ASGBI members via social media, email and newsletters.
- III. Support and collaborate with ASiT on projects relating to EGS, where appropriate
- IV. Provide an ASiT session at its annual Congress.
- V. Provide ASiT with an exhibition stand at its annual Congress (3m x 3m) including 2 exhibitor badges, shell scheme, basic furniture, and electrics. Should this event be unable to take place physically, a virtual equivalent package should be offered.
- VI. Acknowledge collaboration with ASiT on the Moynihan Academy website.
- VII. Continue to honour all current trainee representative positions within ASGBI committees and working groups and allocate a seat to ASiT for any future groups requiring trainee representation.

The ASiT agrees to:

- I. Include a position for a Moynihan Academy representative on ASiT Council, including any standard meeting related expenses.
- II. Promote appropriate ASGBI activities to ASiT members via social media, email and newsletters in line with the ASiT communications protocol.
- III. Support and collaborate with ASGBI on projects relating to EGS, where appropriate
- IV. Provide an ASGBI prize session at its annual Congress.
- V. Provide ASGBI with an exhibition stand at its annual Congress (3m x 3m) including 2 exhibitor badges, shell scheme, basic furniture, and electrics. Should this event be unable to take place physically, a virtual equivalent package should be offered.
- VI. Acknowledge collaboration with ASGBI on the ASiT website.
- VII. Continue all current trainee representative positions within ASGBI committees and working groups and provide a representative for any future groups requiring trainee representation.

4) Duration / Termination

All parties agree this MoU shall be operational until either party gives 30 days written notice to the other.

5) Modification

Modifications to this agreement shall be made by mutual consent of the parties. This should be submitted in writing, signed and dated by authorised officials, prior to any changes being performed.

6) Acceptance

The parties agree to the provisions in this MoU as indicated by the signatures of their duly appointed representatives.

ASGBI Representative

ASiT Representative

SIGNED_____



SIGNED



PRINT NAME_____Gill Tierney_____

PRINT NAME Joshua Burke

DATE 28th September 2020