

**ASGBI REGIONAL REPRESENTATIVE AND
RCSENG REGIONAL SPECIALITY PROFESSIONAL
ADVISOR (ENGLAND AND WALES)**

OR

**ASGBI REGIONAL REPRESENTATIVE (SCOTLAND,
IRELAND AND NORTHERN IRELAND)**

JOB DESCRIPTION

Term of Office

Two years with an option to extend and/or apply for a further 2 years.

Description of Duties

- **Council Attendance.** Attend meetings of Council, produce written reports and contribute to the debate (maximum of two meetings per year).

Please note, should a Regional Representative be absent without due cause from all meetings within a period of 12 months, the Executive Board may decide to conclude his/her term of office.
- **Regional Representative Committee.** Attend Regional Representative Committee meetings scheduled to take place every two months.
- **RCS Regional Specialty Professional Advisor (RSPA).** You will also act as the Royal College of Surgeons of England RSPA. Please refer to the full job description as a separate document. This is only applicable to England and Wales.
- **Committees and Representation.** Participate in such committees or working parties as may be determined and if so requested, represent the Association on outside bodies.

at The Royal College of Surgeons
38-43 Lincoln's Inn Fields
London, WC2A 3PE

Tel: 020 7973 0300
Email: admin@asgb.org.uk
www.asgb.org.uk

- **Recruitment.** Encourage recruitment to the Association by promoting ASGBI aims and member benefits.
- **Annual Meetings.** Contribute to the Association's International Surgical Congress by chairing sessions, adjudicating posters, videos or short papers, etc.
- **Regional Meetings.** Consider at least once during the two-year term, the possibility of facilitating a one-day Regional meeting of the Association.
- **Pastoral Support.** Offer pastoral support and friendship to Fellows of the Association (advice to Regional Representatives available).
- **Promotion of Surgery.** Promote surgery, and general surgery, as a career, e.g. via medical school career fairs.

Eligibility Criteria

All applications are reviewed to make sure criteria are met and then all eligible names are put forward.

- Candidates must be a member for at least one year preceding the closing date of the vote; and be in current NHS consultant practice.
- Be a minimum of 12 months into their first substantive post as a consultant (or equivalent) surgeon.
- Be in good professional standing and not subject to any ongoing investigation.
- The term of office for regional representatives will be 2 years with an option to extend and/or apply for a further 2 years.

Expenses

- Travelling expenses will be in accordance with the Policies of the Association in force at the time in accordance with the functions of the Association.

Key Relationships of the Post

- Accountable to the President-Elect through the Executive Committee.
- Reports directly to Members of the Region.
- Works in partnership with the President-Elect, General Manager, Council, and Members in the Region.

Governance

The Association is a not-for-profit Company limited by guarantee registered in England (No: 06783090) and is Registered for VAT (No: GB944307034). There is also an affiliated incorporated charity, The ASGBI Charity (previously The Surgical Foundation Registered Charity No: 1068016; Company No: 03476019).

Good governance and sound financial management are, therefore, of vital importance, and the Executive Board of Directors is responsible for ensuring that the Association meets the requirements of Companies House and the Charity Commission.

The Association is governed by a Board of Directors, advised by a national Council comprising of Elected Regional Representatives and the Presidents of the general surgical specialty associations and societies.

The duties of the Post fall within those normally supported by the NHS and the Post does not carry any remuneration either for sessional re-imbursement to the employer or as a personal honorarium.

The time involved is difficult to quantify as this Post will evolve with the incumbent's input. The main daytime commitment will be the regular meetings of the Association of Surgeons Council and possible representation of the Association on a working party or outside body.

The Council of the Association of Surgeons comprises Members of the Executive Board, elected Regional Representatives, Presidents of the Specialty Associations together with other individuals, acting in a representative capacity for relevant bodies who shall be invited to attend as Observers.

ASGBI is committed to an open, transparent and supportive working environment, encouraging a wide, diverse and inclusive dialogue with all members. All those appointed to represent ASGBI are expected to uphold these values and behaviors.

It is expected that every ASGBI Regional Representative member will:

- Declare conflicts of interest
- Attend the majority of relevant meetings
- Represent ASGBI in all their interactions to raise profile and encourage membership