



Association of Breast Surgery
at The Royal College of Surgeons of England
35-43 Lincoln's Inn Fields, London WC2A 3PE
Telephone 020 7869 6853
www.associationofbreastsurgery.org.uk

1st September 2020

Dear ABS Full and Senior Retired Members

Call for nominations for ABS Trustee posts

We are currently seeking nominations for three Trustee vacancies:

- 1) **Vice President/ President** (from May 2021 when Miss Julie Doughty demits and Prof Chris Holcombe becomes President. The Vice President will then be President from May 2023 until May 2025)
- 2) **Chair of the Clinical Practice & Standards Committee** (from May 2021 when Mr Ashu Gandhi demits)
- 3) **Ordinary Trustee** (from May 2021 when Prof John Benson demits)

Requirements to stand for the posts and terms of office

Ordinary Trustee and Chair of the Clinical Practice & Standards Committee posts: Candidates must have been Full Fellows of the Association of Breast Surgery for at least 5 years prior to the date of their appointment as Trustee. These Trustee posts are for a period of 2 years, which may be extended by one further period of 3 years.

Retiring or retired Trustees are not eligible to stand for these posts (other than retiring or retired Ordinary Trustees, who may stand to be Chair of the Clinical Practice & Standards Committee) until they have demitted office for two years. If no candidates are nominated then a second call for nominations will be circulated and those individuals previously excluded can then be nominated.

Vice President/ President post: Candidates must have been Full Fellows of the Association of Breast Surgery for at least 5 years prior to the date of their appointment as Trustee. In addition they must have served within the ABS as an Ordinary Trustee, Officer, Regional Representative, Chair of a Committee (appointed in accordance with Article 29.3), Regional Screening Representative, member of the Screening and Audit Committee, Education and Training Committee, Academic & Research Committee or Clinical Practice & Standards Committee. Alternatively candidates must have acted as an Honorary Officer, Committee Chair, elected representative on the National Committee or a Screening Representative for the ABS at BASO. Retiring or retired Trustees are eligible for these posts unless they have previously served as ABS Vice President or President in which case they are ineligible.

The successful candidate for this post will act as Vice President from 2021 to 2023 and President from 2023 to 2025.

Nomination Process for the posts:

Candidates should be nominated by two Full or Senior Retired members of the Association. All nominations should be sent to Miss Leena Chagla, Honorary Secretary, at the ABS Office at the following e-mail address: lucydavies@absghi.org.uk. Nominations should come from the person proposing the candidate and should name the member seconding the nomination. Please ensure all nominations state which post the candidate is applying for.

All nominations must be received by 7th October 2020

Election process

If there is more than one candidate for any of the Trustee posts there will be an election of the full and senior retired members of the Association.

Further information

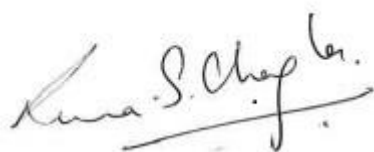
Role descriptions for the posts are attached. Candidates should be aware that the Executive Board (Trustees) meets at least 4 times a year. In addition to their Trustee duties, the new Trustees will sit on one of the Association's Committees, which meet on the same day as the Executive Board. Meetings are held in January/February, April/ May, September and November.

Should you wish to discuss any of the posts please contact Lucy Davies on 020 7869 6852 or by e-mail at lucydavies@absghi.org.uk

We would encourage eligible members to consider applying for these posts and to participate in the work of the ABS.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leena S. Chagla', with a horizontal line underneath.

Leena Chagla
Honorary Secretary



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Vice President Role Description

1. The Vice President will act as a Trustee of the ABS and must attend at least two Executive Board Meetings per year.
2. The Vice President is President Elect of the Association of Breast Surgery
3. The Vice President will provide support for the President in all matters relating to policy development and delivery and relating to strategic planning.
4. The Vice President will represent the President on such ABS committees and other committees as required.
5. The Vice President will deputise for the President when requested.
6. The Vice President will take part in the appraisal of the administrative staff when requested.
7. The Vice President will develop a strategic plan for their term of office for approval by the Executive Board.
8. The Vice President will lead for the Association on key strategic matters as are agreed with the President and other Trustees.
9. The Vice President will support/ assist the President in relation to professional affairs, policy development and international relations.

President Role Description

1. The President will act as a Trustee of the ABS and must attend at least two Executive Board Meetings per year.
2. The President shall give lead and direction on behalf of the members of the Association and further such projects as would be beneficial to the membership.
3. The President shall work with relevant professional organisations, partners and the public to further the Objects of the Association
4. The President shall chair meetings of the Association's Executive Board.
5. The President shall chair the Annual General Meeting of the Association.

6. The President shall represent the Association on the Council of the Association of Surgeons of Great Britain and Ireland and other committees as appropriate.
7. The President shall ensure that line management and appraisal arrangements are in place for all staff employed by the ABS.

Clinical Practice & Standards Chair Role Description

1. The Chair of the Clinical Practice & Standards Committee (CPS) will act as a Trustee of the ABS and must attend at least two Executive Board Meetings per year.
2. The Chair will ensure that the CPS Committee meets at least three times a year and adheres to the Committee's roles and responsibilities.
3. The Chair will report to ABS Executive Board on developments in the Clinical Practice of Breast Surgery.
4. The Chair will, on behalf of ABS, co-ordinate the production of clinical guidance for the maintenance of standards in the practice of Breast Surgery in the UK.
5. The Chair will liaise with CPS committee members to identify individuals who will represent the CPS committee (and thus ABS) in matters dealing with external healthcare agencies e.g. NICE, HQIP etc.
6. The Chair will work with the Screening Audit Chair and Screening Committee to produce the NHSBSP/ABS screening audit booklet annually
7. The term of office will be 2 years, renewable by a further 3 years

Ordinary Trustee Role Description

1. An Ordinary Trustee will act as a Trustee of the ABS and must attend at least two Executive Board Meetings per year.
2. An Ordinary Trustee will sit on such ABS committees as is deemed appropriate by the Executive Board
3. An Ordinary Trustee will work with the Executive Board to further the Objects of the Association and will take on specific projects as appropriate
4. An Ordinary Trustee will represent the ABS on external committees and reviews as deemed appropriate by the Executive Board.