



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](http://www.associationofbreastsurgery.org.uk)

1<sup>st</sup> September 2020

Dear ABS Full Members

### **ABS Yearbook Editor**

Ellie Gutteridge will be demitting as ABS Yearbook Editor in January 2021 after the completion of the next Yearbook. We are therefore looking for a full member to take on this role in future.

The Yearbook Editor is responsible for working with the article authors and the Association Manager to produce and edit the ABS Yearbook. This is generally done in the second half of the year with the Yearbook text generally going to the designers to be laid out in November time. It is generally then proofed and signed off in late December or early January. The appointment is for 2 years initially, which can be extended by up to another 3 years by the ABS Trustees.

A job description for the Yearbook Editor is available below. In addition to their responsibilities for the production of the Yearbook the Editor is an ex-officio member of the ABS Academic & Research Committee, the Clinical Practice & Standards Committee and the Education and Training Committee in order to enable them to get an overview of the key issues being dealt with by the Association. It is not possible to attend all these meetings as they run simultaneously, but generally the Yearbook Editor will be required to attend the ABS Committee Meetings, which are held three times a year in London.

The Trustees have decided to run this appointment by means of a call for nominations and election alongside the call for nominations for the Vice President, Chair of the Clinical Practice & Standards Committee and an Ordinary Trustee post. Candidates must be full members of the ABS and should be nominated and seconded for this role by two full or senior retired members of the Association. Nominations should come from the person nominating and should name the person seconding, They should be sent to me by e-mail via the Office to [lucydavies@absbgi.org.uk](mailto:lucydavies@absbgi.org.uk). All nominations must be received by the **7<sup>th</sup> October 2020**. If there is more than one candidate interested in the post then there will be an election of the full and senior retired members on a first past the post basis.

If you wish to discuss this role please contact Lucy Davies, the ABS Association Manager, at [lucydavies@absbgi.org.uk](mailto:lucydavies@absbgi.org.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leena S. Chagla'.

Leena Chagla  
Honorary Secretary



**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 Facsimile 020 7404 6574  
[www.associationofbreastsurgery.org.uk](http://www.associationofbreastsurgery.org.uk)

### **Yearbook Editor Role Description**

1. The Yearbook Editor will be appointed by the Trustees for a term of office of 2 years. The term of office may be extended to a maximum of 5 years at the discretion of the Trustees.
2. The Yearbook Editor shall be a full member of the Association.
3. The Yearbook Editor will be a member of the ABS Academic & Research Committee, Clinical Practice & Standards Committee and Education and Training Committee.
4. The Yearbook Editor will liaise with the Association Manager and oversee the arrangements for production of the Association's annual yearbook, which will be published in January each year.