



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

15th April 2019

Dear ABS Member

Call for nominations for ABS Trustee posts

We are currently seeking nominations for two Trustee vacancies:

- 1) **Honorary Treasurer** (from May 2020 when Professor Philip Drew demits)
- 2) **Chair of the Academic & Research Committee** (from June 2019 when Professor Chris Holcombe demits)

Requirements to stand for the posts and terms of office

Candidates for Trustee posts 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, other than Ordinary Trustees, are not eligible to stand for these posts 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.

Nomination Process:

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 31 May 2019.

Election process

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

Further information

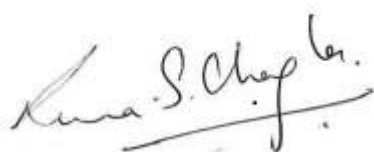
Role descriptions for the posts are attached. Candidates should be aware that the Executive Board (Trustees) meets at least 4 times a year. In addition to their Honorary Officer duties, the Honorary Treasurer will sit on one of the Association's Committees, which meet on the same day as the Executive 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, reading "Leena S. Chagla". The signature is written in a cursive style with a long horizontal flourish at the bottom.

Leena Chagla
Honorary Secretary



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Honorary Treasurer Role Description

1. The Honorary Treasurer will act as a Trustee of the ABS and must attend at least two Executive Board Meetings per year.
2. The Honorary Treasurer will be responsible for the finances of the Association.
3. The Honorary Treasurer will report on the finances at Executive Board meetings and at the AGM.
4. The Honorary Treasurer will approve all payments made by the Association, along with one other signatory.
5. The Honorary Treasurer will receive all bank statements and verify that they correspond with the Association's own financial records.
6. The Honorary Treasurer will liaise with the Administrator over the management of the finances.
7. The Honorary Treasurer will check and verify the annual accounts prepared by the Accountant for the Association.
8. The Honorary Treasurer will be responsible for proposing the annual membership subscriptions.
9. The Honorary Treasurer will liaise with the Administrator and Meetings Secretary over the budget and delegate fees for the Annual Conference.
10. The Honorary Treasurer will be responsible for obtaining sponsorship for the ABS Annual Conference.
11. The Honorary Treasurer will be responsible for obtaining sponsorship for guidelines, projects and other meetings as required.
12. The Honorary Treasurer will be responsible for budgeting as appropriate.
13. The Honorary Treasurer will be responsible for maintaining the Association's reserves policy.

Academic and Research Committee Chair Role Description

1. The Chair of the Academic and Research Committee will act as a Trustee of the ABS and must attend at least two Executive Board Meetings per year.
2. He/ she will ensure that the Committee meets three times per year and adheres to the Committee's aims and objectives.
3. The Chair will report to the ABS Executive Board.
4. The Chair will develop the strategic plan for the Research and Academic development of the Association of Breast Surgery.
5. The Chair will work with colleagues to promote aspects of the activity of the Academic and Research Committee, including organising sessions at the Annual Meeting, additional meetings and conferences as appropriate.
6. The Chair will provide a written report for the ABS yearbook.
7. The Chair will be responsible for the process of reviewing and responding to applications for academic grants and fellowships.
8. The Chair will liaise with relevant bodies and organisations (e.g. CRUK, NIHR, Royal Colleges of Surgeons) in relation to breast surgery research.
9. The term of office will be 2 years, renewable by a further 3 years.