Association of Breast Surgery
at The Royal College of Surgeons of England
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www.associationofbreastsurgery.org.uk

Education and Training Committee Chair Role Description

1. The Chair of the Education and Training Committee will act as a Trustee of the ABS and must attend at least 70% of Executive Board Meetings per year.

2. The Chair of the Education and Training Committee will ensure that the 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 the Association's Education and Training remit.

4. The Chair, along with other Trustees, will have oversight of the ABS' course portfolio.

5. The Chair will liaise with other bodies and institutions, for example the Royal Colleges, to support the development of education courses and other activities to promote good practice within the field.

6. The Chair will develop a strategic plan for breast education and training for all ABS members; identify any E&T issues relevant to revalidation and promote CPD.

7. The Chair will provide a written report for the ABS yearbook.

8. The Chair will be responsible for reviewing and responding to applications for education grants and fellowships

9. The Chair will be responsible for reviewing applications for the badging of external courses by the ABS

10. The Chair will liaise with any relevant body or organisation (e.g. SAC, JCST, ASGBI, BAPRAS etc) as required with regards to breast education and training matters.

All ABS posts are voluntary and we appreciate that the post holder will need to fit in their ABS work around clinical and other commitments. However to ensure the effective running of the Association we do require Trustees to be able to commit to responding to urgent issues within a week and non-urgent issues within two weeks, unless a Trustee is on leave or there are extenuating circumstances (that the President/Association Manager should be made aware of). The Trustees are in a position to assign the Chair a deputy in special circumstances if required.