Role of Council members 2017

The role of Council members is closely linked to the role of the Council of the Academy of Medical Educators. The membership of the Academy elects members of Council, and may exercise direction over the Council in General Meeting.

A. Composition of Council and terms of office

Membership of Council comprises elected members, appointed members and observers. Elected members include the President. Council may appoint additional members, who have full voting rights, and invite others to attend without voting rights. Officers (apart from the President) and committee leads are elected by Council from its membership.

Elections for members of Council are held annually and new members take up office at the conclusion of the AGM and serve for a term of up to three years. Those standing for Council must be Members, Fellows or Honorary Fellows of the Academy in good standing.

There are various conditions upon which an elected member ceases to hold office which include failure to attend two consecutive meetings of Council without leave of absence granted by the President.

B. Roles and responsibilities

The Academy of Medical Educators is a Company Limited by Guarantee and a charity registered with the Charity Commission. All Council members are, therefore, both Directors of the Company and Trustees of the Charity. Thus Council members will have roles and responsibilities as Trustees and more widely as members of the policy-making and strategic body of the Academy.

Under the terms of the Charities Act, a member of Council, as a Trustee of a charity, must:

- be capable of managing and administering their own affairs;
- not have an unspent conviction relating to any offence involving deception or dishonesty;
- not be an undischarged bankrupt or have made a composition or arrangement with, or granted a trust deed for, their creditors;
- not be subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986
- not have been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing them from being concerned in the management or control of any relevant organisation or body.

C. General roles and responsibilities

Council is the governing and strategic body of the Academy. Council steers the direction of the Academy and approves forward planning and future strategy. In addition, monitoring of Academy strategy, governance and decision-making structures, the Academy budget and the management of risk are all issues for Council.

Council members are also expected to take part in other activities associated with their roles as a member of Council. These may include:
• Membership or chairing of working parties or sub-committees that are established by and report to Council
• Attending external meetings for the Academy to represent the views of the Academy and to report back to Council or to an Officer of the Academy as agreed
• Contributing to writing Academy policy or other documents
• Contributing to responses to consultation documents either within their own area of specialty or on broader issues where the Academy is invited to offer its views
• Facilitating the organisation of a “Recognising Teaching Excellence” workshop local to their base
• Contributing to the assessment process of members joining the academy

D. Trustee responsibilities

All elected members of Council are Trustees of the Academy. A Trustee is a voting member of the governing body in whose business he or she has the right to participate.

The roles and responsibilities of Trustees are broadly threefold:

(a) Legal responsibilities – to ensure that the Academy abides by its objects and regulations as set out in the Memorandum and Articles of Association, and operates within the law.

(b) General fiscal responsibilities – to ensure that any monies and property are used for the stated purposes of the Academy, that all the Academy’s financial concerns are properly and effectively managed and that appropriate financial information is published regularly.

(c) General management responsibilities – to plan strategically and to evaluate and monitor the Academy’s activities.

For further details about the Trustee’s role, the Charity Commission leaflet CC3 (a) Responsibilities of Charity Trustees (www.charity-commission.gov.uk/publications/cc3a.asp) gives an overview of Trustees’ roles and responsibilities and gives links to other Charity Commission guidance on its website.

E. Time commitment

All members of Council are required to attend all four annual council meetings. Council members are also expected to attend the Annual General Meeting, contribute to responses to consultation meetings and participate in one or more working groups or committees of the Academy. Meetings will be held in varying locations during the year 2017. This means that Council members will typically be required to commit at least eight days per annum to the work of the Academy. Members of Council, who take on responsibilities as members or officers of a working party or committee will need to be able to commit more time.

F. Remuneration

By law, remuneration or ‘backfill’ funds cannot be paid to Council members as Trustees, so evidence that you have the support of your employing institution is required before you can stand for election. Reasonable out-of-pocket travel and subsistence will be paid for attendance at Council and other official events if such remuneration is not available from your employer. Please contact the Treasurer for further information regarding expenses claims.

G. Dates of Council meetings, 2017 – to be advised.

For further information, please contact the President, Professor Derek Gallen, by email: info@medicaleducators.org or Registrar Dr Jamie Read james.read@plymouth.ac.uk

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