

# Ophthalmologists in Training Group

## TERMS OF REFERENCE

The Ophthalmologists in Training Group (OTG) is a group set up within the College and is responsible to the Council of the College and shall abide by the Ordinances and Bye laws of the College.

### **Purpose**

- (1) There shall be no purpose other than to deal with matters of direct concern to training.
- (2) To represent ophthalmologists in training at the College.
- (3) To bring to the attention of Council or relevant committees issues of concern to trainees.
- (4) To report to trainees on matters concerning training.

### **Representation**

To represent on College council and committees, ophthalmologists in training who are Fellows, Members and Trainee Affiliate Members of the College.

### **Composition**

Nineteen regional representatives.

A Chair, and Deputy Chair will be elected from these nineteen representatives.

College officers are 'ex officio' members of the OTG.

Notice of forthcoming committee vacancies will be communicated by email to all trainees in the relevant regions.

### **Eligibility**

Candidates for election must be registrars who have passed one of the College examinations.

Candidates must be fellows, members or trainee affiliate members.

## **Method of Election**

Nominations will be accepted on a regional basis. Prospective candidates may put forward their own name but this must be supported by two Fellows, Members or Affiliate Members holding FRCOphth part 1 of the College.

Candidates for election may stand in one region only at any one time.

## **Method of Ballot**

If more than one candidate has been nominated for a vacancy an online ballot shall be held. Every registrar eligible to vote in the region will receive an email notice to vote online. The onus shall be on registrars to keep the College informed of change of address or region. The candidate receiving the highest number of votes shall be declared the elected representative. In the event of candidates receiving an equal number of votes, a second ballot shall be held between the candidates who received the equal number of votes. Should this result in an equal number of votes, the President shall have a final casting vote.

## **Officers and Committee Representatives**

The Chair and Deputy Chair will be elected from the OTG by the OTG and will serve for a period of two years following their election.

Members of the OTG will be elected for a period of two years and are then eligible to stand for re-election for one further term of two years. There is some flexibility (up to one year) in extending the initial two-year term. No person may serve for more than five years in total. Terms will commence on the date of their first OTG Committee meeting.

Members must stand down within three months of taking up a consultant post, other non-training appointment or if they accept a post outside their region for a period exceeding six months.

## **Meetings**

There will be three meetings each year.

The meeting will be chaired by the Chair, or in his/her absence the Deputy Chair, or in the absence of both by a member decided upon by those present. Ten members shall constitute a quorum. Observers may attend meetings with the permission of the Chair.

## **Representation on College Committees**

The Chair shall attend meetings of Council.

The Deputy Chair shall attend meetings of the Training Committee.

Representatives of the OTG shall sit on: Training, Education, Examinations, Finance, Professional Standards, Scientific, Curriculum and Equality & Diversity committees and appropriate sub-committees. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.

## **General**

In accordance with College policy all correspondence and other dealings with professional and other organisations shall be prepared within the college by college staff and shall have the approval of the executive officer, honorary secretary or in their absence the vice-president whose committee(s) cover the matter in question.

No sponsorship shall be sought or accepted without the prior permission of the honorary treasurer.

No member may be paid or accept payment in cash or kind for work undertaken on behalf of the OTG.

Expenses to attend OTG meetings and meetings of committees will be met at the usual College rates. Expenses for any other meetings either in the college or outside will only be paid with the prior approval of the honorary secretary, or executive officer.

As a group set up within the College, and under the terms of its Charter, the OTG may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

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