

# The Royal College of Anaesthetists

## Form of Notice of Intention to Stand for Election Staff and Associate Specialist vacancy

This form should be signed by the candidate and returned with the Form of Nomination. Please note that no Fellow who has been deprived of privileges, for whatever reason, shall be eligible to stand as a candidate for election to The Royal College of Anaesthetists Council while so deprived.

I \_\_\_\_\_  
NAME OF CANDIDATE IN BLOCK CAPITALS

of \_\_\_\_\_  
FULL HOSPITAL ADDRESS OF CANDIDATE IN BLOCK CAPITALS

\_\_\_\_\_  
\_\_\_\_\_

Hospital tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Secretary: \_\_\_\_\_

Contact email address: \_\_\_\_\_

a Fellow/Member of The Royal College of Anaesthetists, do hereby declare that I am a candidate in the election to fill a Staff and Associate Specialist vacancy on The Royal College of Anaesthetists Council, and that on the said date, I shall not be in a substantive NHS or honorary consultant post, nor shall I be in a recognised training post.

Signature: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Year of Fellowship/Membership: \_\_\_\_\_

College Reference Number (CRN): \_\_\_\_\_

# The Royal College of Anaesthetists

## Form of Nomination for Election Staff and Associate Specialist vacancy

This form should be signed by three Fellows of The Royal College of Anaesthetists in good standing, with their full name and home address, and be returned with the Form of Notice of Intention to Stand. Please note that no Fellow who has been deprived of privileges, for whatever reason, shall be eligible to sign a nomination, while so deprived.

**WE**, the undersigned Fellows of The Royal College of Anaesthetists do hereby certify that

\_\_\_\_\_  
NAME OF CANDIDATE IN BLOCK CAPITALS

\_\_\_\_\_  
FULL HOME ADDRESS OF CANDIDATE IN BLOCK CAPITALS

Home tel: \_\_\_\_\_

is, in our opinion, a fit person to be elected to The Royal College of Anaesthetists Council and we hereby nominate him/her to be a candidate in the election to fill a Staff and Associate Specialist vacancy on Council of the said College.

**1** Signature: \_\_\_\_\_ College Reference Number (CRN): \_\_\_\_\_

Name (BLOCK CAPITALS): \_\_\_\_\_

Home address: \_\_\_\_\_

**2** Signature: \_\_\_\_\_ College Reference Number (CRN): \_\_\_\_\_

Name (BLOCK CAPITALS): \_\_\_\_\_

Home address: \_\_\_\_\_

**3** Signature: \_\_\_\_\_ College Reference Number (CRN): \_\_\_\_\_

Name (BLOCK CAPITALS): \_\_\_\_\_

Home address: \_\_\_\_\_

# Racial Monitoring Questionnaire

As a means of monitoring the College's performance in respect of racial equality you are requested to complete this questionnaire and return it to the College. Completion of this questionnaire is voluntary: if you do not return it, it will be assumed that you do not wish your racial origin to be recorded

Name: \_\_\_\_\_ CRN: \_\_\_\_\_

Please indicate your racial origin by tick the relevant box:

White	<input type="checkbox"/>
Black (Caribbean)	<input type="checkbox"/>
Black (African)	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Middle Eastern	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Other	<input type="checkbox"/>

Is English your first language?    Yes     No

Where did you obtain your Primary Medical Qualifications, e.g. MB, ChB?   
(1 = UK, 2 = EEA, 3 = Rest of world)

**This information will be recorded on The Royal College of Anaesthetists database but will be used only for monitoring the College's compliance with the Race Relations (Amendment) Act 2000.**

# The Royal College of Anaesthetists

## Candidate's Election Statement

Name in full:

College Reference Number:

GMC Registration Number:

Statement (100 words maximum)\*

### \*Notes

- 1 Any statement in excess of 100 words will be truncated at that number prior to publication.
- 2 Please also submit your statement by email to [slieven@rcoa.ac.uk](mailto:slieven@rcoa.ac.uk).
- 3 The College will disclaim responsibility for the content of the statement at publication. An individual's election may be declared invalid if any part of the statement is shown subsequently to be incorrect.
- 4 If any part of the statement is thought to be discriminatory, libellous or in any other way unlawful it will be returned for amendment.

**Is there any current restriction or qualification on your registration (with the GMC) to practise medicine within the UK?**

YES

NO

If the answer to this question is yes, the details will be published in addition to the election statement. If you would like to give some explanation in addition to the information given on the GMC website, please do so below (20 words maximum).\* Any such explanation will also be published with the election statement.

\*Any comment in excess of 20 words will be truncated at that number prior to publication.  
Please also submit your comment by email to [slieven@rcoa.ac.uk](mailto:slieven@rcoa.ac.uk).

# The Royal College of Anaesthetists

## Duties and Responsibilities of Members of Council

Newly elected Council members make the following declaration on being admitted to office:

*'I declare that so long as I shall remain in office as a member of Council of the Royal College of Anaesthetists, I will diligently maintain the honour and welfare of the said College; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge'.*

### College business within the College

The Council of the Royal College of Anaesthetists is the governing body of the College, normally meeting once a month except for August. The business transacted by Council ranges from discussion of policy and professional issues that may require extensive consideration, to formal and ceremonial matters, such as presentation or admission of those elected to office or receiving an honour, granting of diplomas, and the passing of resolutions for which the formal authority of Council is required. **The volume of business is substantial.** It is suggested that out of courtesy you discuss your nomination with your colleagues.

Council members are expected to attend all meetings of the Council. In most cases Council meets for up to a day on the third Wednesday of every month, and meetings of the principal Committees are held on the preceding Tuesday. Other committees are held between Council meetings.

There is an infrastructure of College committees and other similar groups which consider specific areas of College activity. These

include committees on Training, Examinations, Finance, Professional Standards and Pain Management, amongst others. The Scottish Board and the Northern Ireland Advisory Group are bodies whose members represent their nations.

Members of Council also serve on these committees. In the early years on Council, an individual Member is likely to serve on a limited range of committees, but the commitment increases, and over a full period of service on Council, a Member could expect to have chaired at least one committee for a two year period.

In addition to meetings of Council and committees, members are also expected to attend the following annual events:

- The Annual General Meeting, College Anniversary Meeting and Dinner (held in March).
- Meetings of Regional Advisers (usually in March and November).
- Meeting of Regional Advisers and College Tutors (a meeting lasting two days, sometimes outside London).
- College Scientific Meeting (one day in May, sometimes outside London).
- Ceremony of Diplomates (one day, held in May).
- The Council Awayday Weekend (usually May or June).
- CME Day (November, held in conjunction with the Association of Anaesthetists of Great Britain and Ireland).
- College Symposium (two days, normally held in November).
- Council members who, on appointment, are serving

Examiners, or who subsequently become Examiners, will be asked to add their examination commitments to those listed above.

### Confidentiality

It is important that members of Council realise that a number of items discussed may be confidential or sensitive, particularly those relating to individual hospitals or clinicians. In such instances they should clearly observe total confidentiality with respect to these discussions which took place in Council or any Committee of Council and with respect to all papers circulated for the business of Council or any Committee except where disclosure has been specifically authorised.

### College business outside the College

#### Advisory Appointments

#### Committees for consultant posts

All Council members undertake service as College representatives on Advisory Appointment Committees. For this purpose members will need to be trained in national equal opportunity policies by their employer.

#### National business

The College has representation on a considerable number of other organisations including the Postgraduate Medical Education and Trainin1g Board (PMETB), the Anaesthetic Sub-Committee of the Central Consultants and Specialists Committee, the Academy of Medical Royal Colleges, the Academy of Medical Royal Colleges in Scotland, the General Medical Council and the Joint Consultants' Committee. The President serves on some of these bodies, ex officio, but Council members may also be called upon to represent the College on others.

## Responsibilities in respect of the accounts

This responsibility falls into a different category from those listed above in that under general law it falls equally on all Council Members in their capacity as Trustees of the College.

Charity law and the Ordinances of the College, which form part of its Royal Charter, require Council to prepare accounts for each financial year which give a true and fair view of the state of affairs of the College and of the surplus or deficit for the period. In preparing accounts, Council is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the College will continue in business.

Council is responsible for keeping proper accounting records which disclose the financial transactions and assets and liabilities with reasonable accuracy. Council is also responsible for safeguarding the assets of the College and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. Council is assisted in these responsibilities by the College Finance Director and the College's Auditors.

It is possible, if pressure of other commitments demands it, to retire early from Council, for example, by not standing for the second term. It is, however, important to secure some continuity of service on Council to enable members to make an effective contribution.

