



BOTA

BRITISH ORTHOPAEDIC TRAINEES ASSOCIATION

BOTA ROLES AND RESPONSIBILITIES DOCUMENT

Terms and Conditions

All committee members must be a Member of the British Orthopaedic Trainees Association and/or a trainee Member of the British Orthopaedic Association.

No Committee Representative, if re-elected to the same position, may serve for longer than 3 years in continuous succession and then is not eligible for re-election for a further period of 1 year.

Committee Representatives must attend 50% of Committee meetings over a period of one year.

Inability to attend 50% of committee meetings without good reason will invoke a formal review from the Association President and will mean that the committee member will be excluded from applying for an executive representative role for the following year.

Newly elected Committee Representatives begin their duties with effect from their election at an AGM.

All posts should be reviewed annually at the Council's discretion.

Executive Representatives (EXECUTIVE) consist of:

- President
- Vice President
- Immediate Past President
- Honorary Secretary
- Honorary Treasurer

Executive Representatives must have held a non-executive Representative position at any point during the 5 years preceding their election.

Non-Executive Representatives (COMMITTEE) consist of:

- Academic
- Education
- Specialist Advisory Committee (SAC)
- Publicity
- Web Editor
- Scottish (national)
- Welsh (national)
- Northern Ireland (national)
- Junior
- Sustainability and Workforce
- Global Surgery
- Women in Surgery
- Culture and Diversity
- Medical Student – BOMSA representative

President

Should have served on the Committee for a minimum of 1 year, preferably within the last 5 years.

Office is tenable for one year.

The President is the primary representative of the Association. During the term of office, the President is responsible for ensuring all the business of the Association is conducted with particular reference to ensuring fair and proper representation of orthopaedic trainees from

across the UK. The President should ensure that all the requirements as laid down in the Constitution are upheld.

The President should chair all Committee Meetings of the Association and should ensure that the Committee meets at appropriate times throughout their term of office.

The President must ensure that the Association holds an AGM every year.

The President is responsible for ensuring the compilation of the annual programme of events for the Association (for example, educational meetings, trainee representation, nationwide projects) with the assistance of Executive and Non-Executive Representatives. The President shall sit on the Trauma and Orthopaedic Surgery ST3 Selection Design Group on behalf of BOTA for one interview cycle.

The President will represent the Association on the Councils of the British Orthopaedic Association and the Royal College of Surgeons of England. If the President cannot attend a meeting another member of the Committee may attend in their place, preferably from the Executive and usually the Vice President.

The Presidential medal may be worn when on Association business. It is the responsibility of the President to care for the medal during their term of office.

Vice President

Should have served on the Committee for a minimum of 1 year, preferably within the last 5 years.

Office is tenable for one year.

The Vice President is the principal deputy for the President in all association matters. In any circumstances where the President is absent or incapacitated, the Vice President acts as the primary representative for the association and will act as chair for any Committee meetings.

The Vice President will be primarily responsible for the management of the Regional Representatives and will be responsible for overseeing the selection of national awards including trainer of the year and training programme director of the year with the assistance of the appropriate committee.

Immediate Past President

Should have served on the Committee for a minimum of 2 years, preferably within the last 5 years. Must have been President in the preceding year.

Office is tenable for one year.

The Immediate Past President shall be invited back to the executive committee following the end of their Presidential term at the committee's discretion to provide institutional memory.

The Immediate Past President will be expected to help in the management and promotion of fellowships including the administration or coordination of any fellowship platforms as well as advertising the Association as part of this role. The Immediate Past President shall sit on the Trauma and Orthopaedic Surgery ST3 Selection Design Group on behalf of BOTA for one interview cycle.

The Immediate Past President can act as a deputy for the President or Vice President in any official capacity if agreed upon by the Executive Committee.

Honorary Secretary

Should have served on the Committee for a minimum of 1 year, preferably within the last 5 years.

Office is tenable for one year.

The Honorary Secretary is responsible for creating the Committee meeting agendas throughout the term of office and is required to coordinate this through the Executive and Non-Executive Representatives. They are responsible for collating the yearly JOINT publication.

The Honorary Secretary is responsible for writing the minutes of each Committee meeting and ensuring prompt dissemination to Committee Representatives once each Committee meeting has concluded.

The Honorary Secretary is responsible for organising Committee meetings including accommodation, meeting venues and social activities for Committee Representatives throughout the term of office.

The Honorary Secretary is responsible for recording and updating the membership lists in conjunction with the BOA. Alongside relevant members of the committee, they are responsible for delivering the AGM and voting process. The Honorary Secretary will be responsible for ensuring any relationship agreements are up to date.

The Honorary Secretary is to act as Chief Data Officer for the Association and will ensure all data is stored securely at all times. They will need to be aware of current data regulations to ensure safety.

Honorary Treasurer

Should have served on the Committee for a minimum of 1 year, preferably within the last 5 years.

Office is tenable for two years.

The Honorary Treasurer is responsible for managing and upholding the association's accounts and finances and should ensure that the association does not go into deficit. This includes paying and receiving funds as well as reimbursing committee members and speakers for expenses.

The Honorary Treasurer will produce a review of the annual budget for the AGM. The information in the annual budgets may be used to determine whether the association is able to run an event that is not expected to break even, if overall the annual programme is due to break even or make a surplus.

Ahead of every council meeting, the Honorary Treasurer will provide the Executive Committee with a financial statement outlining the association's balance and a review of the actual and expected income and expenditure to date and for that year (taken as the year up to the next AGM).

The Honorary Treasurer will be responsible for leading and obtaining all sponsorship opportunities for the Association throughout the year including sponsorship for the annual congress.

The Honorary Treasurer will be responsible for liaising and administering any bursaries which are managed or given by the Association.

It is the responsibility of the Honorary Treasurer to ensure that the association's finances are able to provide for the necessary work of the association. A necessary balance of funds should be maintained that can be utilised in the event of unexpected financial losses. It is not necessary for events to make a surplus as long as the annual activities of the association do not result in a deficit beyond capital funds, e.g. an overdraft is not permitted.

It is expected that the Honorary Treasurer will maintain a necessary balance of funds that can be utilised for the work of the committee at the beginning of the next elected year (taken as the year following the next AGM).

Academic Officer

No previous Committee experience is required.

Office is tenable for one year.

It is desirable for the Representative to have significant research experience.

The Academic Representative is responsible for organising abstract submissions for the BOTA Congress both podium and poster presentations.

They are expected to advertise, collate submissions, disseminate for judging, notify authors, and run the academic section at Congress.

They are responsible for organising certificates for presenting authors at the BOTA Educational Congress and medical student bursary awards.

They are expected to liaise with research organisations and faculty to help promote collaborative research efforts supported by BOTA.

Education Officer

No previous Committee experience is required.

Office is tenable for one year.

The Education Representative is responsible for organising the BOTA Educational Congress.

It is expected of the Education Officer to organise venue, educational programme, social activities and faculty.

The Education Representative can be assisted in this role through any of the Executive and Non-Executive Representatives. There should be a formal Congress sub-committee with at least 4 other members of the Non-Executive Committee.

Sustainability and Workforce Representative

No previous Committee experience is required.

Office is tenable for one year.

The S&W Representative will be expected to represent BOTA at any national or regional meetings with the British Medical Association and the Academy of Trainee Doctors Group.

They will be responsible for relaying and representing the Association with regard to any key national contractual and workforce-related issues.

They will be responsible for championing sustainability within Orthopaedics and this includes organising events and representing BOTA nationally and regionally on pertinent Sustainability meetings.

Specialist Advisory Committee (SAC)

No previous Committee experience is required.

Office is tenable for one year.

The representative should be post-FRCS (Tr&Orth) as pre-FRCS trainees are excluded from some of the discussions at SAC committee meetings that pertain to the FRCS examination.

They are responsible for representing BOTA at SAC meetings and communicating with BOTA any relevant developments.

The SAC Representative shall sit on the Trauma and Orthopaedic Surgery ST3 Selection Design Group on behalf of BOTA for one interview cycle.

Publicity Officer

No previous Committee experience is required.
Office is tenable for one year.

The Publicity Representative is responsible for communicating with the Membership any information or materials as required by the Council.

The Publicity Representative is responsible for compiling and creating the monthly bulletin. Additionally, it is expected that the publicity officer will manage all social media accounts of BOTA (Facebook, X, Instagram etc) for the dissemination of information.

The Publicity Representative will be responsible for upholding any sponsorship or advertising agreements. It is expected that they will be responsible for creating and publishing content for the Association.

Web Officer

No previous Committee experience is required.
Office is tenable for one year.

The Web Editor is responsible for the daily operations and running of the BOTA website www.bota.org.uk.

It is expected of the web editor to work closely with the Honorary Treasurer to design web advertisements and email accounts.

The Web Editor is responsible for coordinating BOTA Congress Course Registration and ongoing development of the BOTA app. They will assist the secretary in delivering the AGM voting process.

It is expected that the Web Editor will liaise with and keep a record of clients with regards to online advertising which generates significant revenue for BOTA.

Scottish (national) Representative

No previous Committee experience is required.
Office is tenable for one year.
Representative should hold a National Training Number (NTN) in a Scottish training region.

The Scotland Representative is responsible for representing the views of trainees training within the Scotland Deaneries: South East, East, North and West

The Scotland Representative is responsible for organising the annual Scottish Trainee symposium and Scottish Trainer of the Year Award. Additionally, the Scotland Officer is responsible for organising the Bon Oeuf Award.

Welsh (national) Representative

No previous Committee experience is required.
Office is tenable for one year.
Representative should hold a National Training Number (NTN) in the Welsh training region.

The Wales Representative is responsible for representing the views of trainees training within the Welsh Deanery.

The Wales Representative is responsible for coordinating aspects of the Welsh Orthopaedic Society Meeting, the annual Registrar Research Day and the Welsh Trainer of the Year award.

Northern Ireland (national) Representative

No previous Committee experience is required.
Office is tenable for one year.

Representative should hold a National Training Number (NTN) in the Northern Irish training region.

The Northern Ireland Representative is responsible for representing the views of trainees training within the Northern Ireland Deanery

The Northern Ireland Representative is responsible for communicating any changes specific to the region that can affect the wider BOTA membership as a result of future changes in government.

Junior Representative

No previous Committee experience is required.

Office is tenable for one year.

Representative should hold a National Training Number (NTN) in Core Surgical Training (CT1/2) at the time of election.

The Junior Representative is responsible for coordinating the Junior stream at the BOTA Annual Congress and organising the Junior Essay Prize.

They are expected to represent the association with regard to national Core Surgical level meetings and discussions (Core Surgery Advisory Committee & Core Surgery Steering Committee)

The Junior Representative is responsible for supporting the Medical Student Representative in their role.

Global Surgery Representative

No previous Committee experience is required.

Office is tenable for one year.

Representative should be on the council (full or trainee) of World Orthopaedic Concern (WOC).

The Global Surgery Representative is responsible for shaping guidance between trainees and trainers to engage overseas work ethically, responsibly and in a manner that's beneficial to training. They are responsible for liaising with the WOC committee with regard to trainee issues.

They are expected to chair the WOC-UK Trainee committee and be responsible for delivering the WOC-UK session at the annual Congress.

Women in Surgery Representative

No previous Committee experience is required.

Office is tenable for one year.

The Women in Surgery Representative is responsible for acting as an advocate for female trainees and issues relating to this including but not limited to working whilst pregnant, on-calls, cement and radiation.

They are expected to have an understanding of the issues regarding Less than Full-Time training and returning to work following periods of leave e.g. maternity leave.

They are expected to champion the role of women in orthopaedic training and the wider orthopaedic community.

Culture and Diversity Representative

No previous Committee experience is required.

Office is tenable for one year.

The Culture and Diversity Representative is responsible for acting as an advocate for equality, diversity and inclusion issues relating to Trauma and Orthopaedic Surgery

They are expected to organise an annual Culture and Diversity Day for the association.

They are expected to act as liaison to the BOA/BOTA Culture and Diversity Champions or other appropriate groups.

Medical Student / BOMSA

No previous Committee experience is required.

Office is tenable for one year.

The Representative will be decided by the BOMSA committee but must be a BOMSA executive committee member.

The Medical Student Representative is responsible for representing the views of medical students and optimising BOTA engagement with the medical student community.

They are responsible for publicising medical student-specific events and hosting the Medical Student Day at the BOTA Educational Congress.