



## What's involved in being

### Trainees Advisory Committee – Academic Activities lead

#### The Academic Activities and Conferences Committee Trainee representative

The aim of the Academic Activities and Conferences Committee is to encourage and discuss suggestions for academic and other meetings, and facilitate their planning.

At present the Committee meets twice a year but as of November 2012, the committee will cease to exist in its current form. However, a representative will be assigned to become a member of each College committee, representing all the major specialities/groups to ensure academic and other meetings continue to be encouraged and organised. Michelle Merrett is the Events & Facilities Manager based at the College, she is assisted by the Events Co-ordinator, Clare Winter: both ladies arrange meetings and make all administrative arrangements. They will continue to assist all committee representatives in arranging meetings.

The trainee representative will sit on the Trainee Advisory Committee (TAC) as per the terms of reference of the TAC. The trainee representative should:

- help ensure that the College runs a regular programme of medical and scientific symposia, with a particular focus on programmes that are attractive and useful for trainees. These may include, amongst others, specialty-specific trainee days, update meetings i.e. to bring trainees up to date on developments in a particular field, pan-specialty meetings e.g. research or management opportunities etc.
- liaise with the trainee body and in doing so, advertise and publicise the work of the Conferences department to encourage other trainees to arrange meetings and determine the type of symposia required by trainees. The representative may help in the facilitation of this along with the Events Manager/Co-ordinator.
- where practically possible, aim to arrange at least one meeting per year
- ensure that when he/she demits office (as per the TAC Terms of reference), he/she provides a thorough hand-over to the incoming representative. As there will soon be no formal committee for Academic Activities and Conferences, this is essential in ensuring this role continues to be actively represented in the future.

For further information, please contact the trainee assuming the role currently on: [emma.johnson@sth.nhs.uk](mailto:emma.johnson@sth.nhs.uk)

*Dr Emma Johnson  
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