



NAMEM
National Association of
Medical Education Management

Terms of Reference of the National Association of Medical Education Management (NAMEM)

1. The mission and purpose of NAMEM:

- 1.1 Is to be an expert reference group for the management of medical education.
- 1.2 To provide a network of regional groups through which good practice is disseminated using through the regional NAMEM Council representative.
- 1.3 To support the development of NAMEM members, and all those involved in medical education, through publications of good practice, facilitating study days, supporting further education and delivering an Annual Conference.
- 1.4 To provide a national voice and expertise to other organisations involved in medical education; GMC, HEE, COPMED, NACT and others, forging professional relationships and connections by attending meetings, promoting NAMEM and reporting back to Council for further dissemination to members.

2. Membership

- 2.1 Membership is subject to payment of an annual fee, as agreed at the Annual General meeting (AGM).
- 2.2 The Annual Renewal Date for subscriptions is 1 April irrespective of the date payment for the previous year was received. Subscription renewal notifications will be sent in January of each year.

3. Council Members – Executive Officers & Regional Representation

- 3.1 Regional Representatives, on taking up office to act for their Region, must accept that they are eligible also to take on the role of an Executive Officer.
- 3.2 An additional member may be allowed to represent the region of an Executive Officer.
- 3.3 Executive Officer positions will be filled by Regional Representatives and shall be:
 - Chair
 - Deputy-Chair
 - Minute Secretary
 - Treasurer
 - Communication & Marketing Officer

- **Regional representation:** Northern Ireland, Scotland, Wales, England - North East, North West, Yorkshire & Humber, East Midlands, West Midlands, Mersey, Wessex, Severn, East of England, Thames Valley, Peninsula, Kent, Surrey & Sussex , London North & London South
- Secretary to NAMEM Council (external)

3.4 To apply for a Council position, members must have management responsibilities within Medical Education.

3.5 All Council members will have voting rights except for the Chair who will retain the right to a casting vote when required.

3.6 A Council member who does not uphold their responsibilities or misses multiple meetings without a reasonable explanation may be asked by the Chair to resign.

3.7 Election of Council will be ratified at the AGM and their tenure of office will initially be for two years with the option to remain in their role Council if no other regional representatives apply for the position.

4. Council Meeting

4.1 Council meetings will occur at least four times a year plus an AGM every July. Additional meetings may be necessary depending upon business need.

4.2 Decisions will be made through consensus and debate. Voting may be required on occasion and where a split vote occurs, the Chair will have the deciding vote.

4.3 Minutes of the council meetings will be sent to the chair for accuracy within one week of the meeting. Once approved, these will be circulated to council for ratification and then uploaded to the members section of the NAMEM website.

4.4 If unable to attend council members must contact the Minute Secretary or Chair. They must send a report of any projects they are involved in and a regional report.

4.5 Council members must attend at least 3 out of 4 meetings, annually.

4.6 A minimum of 60% or 10 council members must be present at a Council meeting before decisions can proceed.

4.7 Other representatives and stakeholders may be invited to attend to provide updates or for specific agenda items as the need arises and will be unable to vote.

4.8 An external support role, Secretary to NAMEM Council will also attend and but will be unable to vote.

5. Expenses

5.1 Expenses incurred for attending Council Meetings will be reimbursed by the NAMEM Treasurer.

5.2 Travel expenses are reimbursed at mileage rate agreed by Council or second-class rail fare. Subsistence is in line with Agenda for Change Terms and Conditions of Service or by agreement with the Treasurer. All accommodation is booked by the Council Member in advance and will be reimbursed after the Council Meeting.

5. Annual General Meeting

- 5.1 The AGM of the Association to be held in July of each year where:
- a. A Report of proceedings of the year since the previous AGM will be presented.
 - b. A Statement of Accounts audited by a reputable Chartered Accountant will be presented by the Treasurer.
 - c. The Association to agree the Subscription for the coming year.
 - d. Election of Officers where each Member attending the AGM has one vote.
 - e. The decision of the majority of the Members present will prevail.
 - f. In the event of equality voting the Chair of the meeting to cast the deciding vote.
 - g. **A quorum** of no less than one quarter of Membership to be present and voting for a proposal to be carried.
 - h. **Proxy votes** may be accepted in writing to the Secretary to be received at least twenty-one (21) working days prior to the AGM.
 - i. A Proxy voting form to be included with advance documentation for AGM.

6. Extraordinary General Meeting

6.1 At the discretion of the majority of Council, or at the request of at least twenty-five Members, the Secretary will convene an Extraordinary General Meeting (EGM).

6.2 If an EGM is called the Minute Secretary should give Membership a minimum of twenty-one days' notice prior to the event, specifying the business to be transacted.

7. Ethics and Code of Conduct

7.1 All Members to respect the rights, values and opinions of their Colleagues.

7.2 Any conflict of interest should be contained within a reasonable and courteous dialogue.

7.3 All Meetings will be conducted in an orderly fashion.

7.4 Tellers may be used at meetings at the discretion of the Chair.

Ratified: August 2021 To be reviewed: August 2024