



## **Constitution of the Paediatric Education Special Interest Group**

### **1. Name**

The name of the group shall be the Paediatric Education Special Interest Group (PEdSIG)

### **2. Aims/Objectives**

- a. To promote paediatric education (both undergraduate and postgraduate. Training and non-training grades)
- b. To support teachers/trainers in the delivery of education
- c. To act in an advisory role, when asked, for RCPCH on matters pertaining to education for RCPCH and other regulatory bodies (such as Universities and GMC)
- d. To promote and develop educational research and scholarship
- e. To act, when needed, as the first port of call for members/others in matters pertaining to education
- f. To educate health care professionals about child health

### **3. Committee**

- a. Core Members  
Convenor  
Secretary  
Treasurer

- b. Additional Members  
Academic Officer  
Foundation Years Officer (NB. maximum term of office is 2 years WTE)  
Membership Officer  
Trainee Officer  
Undergraduate Officer  
Website/Promotion Officer  
Ex-Officio

- c. Term of Office

The maximum term of office will be 5 years. An officer will stay in post for 3 years in the first instance; this can be extended for a further 2 years at the end of this period if members happy. After which time the officer will stand down. Officers are not allowed to re-apply for their current role but can switch between roles within the committee. The Term of Office counts retrospectively from 7<sup>th</sup> November 2014 when the constitution was ratified.

- d. Recruitment of Officers

All members of PEdSIG will be given the opportunity to become a committee member. If there is more than 1 candidate for any position each candidate will write

a personal statement (of not more than 200 words) and all members of PEdSIG will be given 1 vote.

e. Committee attendance at meetings

To remain a member of the PEdSIG committee each member must attend at least one of the PEdSIG meetings each year

#### **4. Membership of PEdSIG**

a. Membership of PEdSIG shall be open to anyone who is interested in Paediatric training and education and is not limited to clinicians

b. Every member will have one vote at the Annual General Meeting

c. Members of PEdSIG fill in an application form to apply and payment of membership fees is made either on a yearly basis by cheque or by direct debit

#### **5. Organisation**

a. The committee shall meet in person twice a year. Once at the RCPCH Spring Conference and at the Winter meeting

b. At other times the committee will communicate by E-mail/Skype/telephone

c. At least 50% of current serving committee members must be present for a meeting to be considered quorate

d. The Annual General Meeting shall take place once a year at the RCPCH Conference meeting

e. It is the role of the Secretary to advertise the AGM and send out the agenda to members 28 days before the meeting is due to take place

f. Amendments to the constitution shall be made at the Spring meeting

g. The committee will aim to produce 2 newsletters a year for members

#### **6. Finance**

a. Accounts will be shared twice a year at the AGM and winter meeting. It is the treasurer's responsibility to produce these accounts

b. Payments to external organisations/persons should be made in a timely manner (within 28 days of submitted invoices)

c. There will be 2 signatories (the treasurer and the convenor). Only 1 signature will be required on cheques to allow for timely payment

d. At least 50% of committee members need to agree when a payment is made

#### **7. Adoption of the Constitution**

This constitution was agreed and supported by the members present at the committee meeting held on 9<sup>th</sup> April 2014 with amendments made 25<sup>th</sup> May 2014. This constitution was ratified and approved on 7<sup>th</sup> November 2014.

#### **8. Amendments**

This constitution can be made by any officer or member of PEdSIG but must be ratified at the following AGM to be incorporated.