

## Lead-In Constitution

### 1. WE ARE CALLED:

- 1) The Society is to be known as **Lead-In**, a combination of the words Leadership and Innovation – to symbolise our founding principle of informing young medical professionals about leadership and management in healthcare.

### 2. WE WANT TO ACCOMPLISH:

- 1) Lead-In is founded to enhance the engagement and participation of medical students and junior doctors across the UK in issues relating to medical management, innovation in healthcare and quality improvement. The income and property of Lead-In shall be applied solely to those objects.
  - a. We aim to educate our medical students and junior doctors about the topics mentioned above. Our motto “**expanding experiences of healthcare**” embodies this central tenant of education.
  - b. We aim to provide **a forum for discussion about such issues** for our members, and an opportunity for likeminded individuals to **network** and acquire **new skills**.
  - c. We are broad in our outlook and will offer a range of innovative, engaging and **multi-disciplinary events** in numerous fields.

### 3. HOW WE WILL DO THIS

- 1) Lead-In will organise engaging events, which are **educational and informative** for our members. These will be held in central London.
- 2) Lead-In will **maintain and update a website with online content** from our events which will be **free to access** by all members.

### 4. MEMBERSHIP

- 1) Membership of Lead-In is open to any medical student or junior doctor working in the UK. Events will be free to attend (with or without a deposit) but registration, either prior to or at the event, will be mandatory.
- 2) Membership of Lead-In is free of charge.
- 3) **Membership is defined by attendance** at more than one half of all Lead-In events in an academic year.
  - i. Being registered on the Lead-In mailing list does NOT constitute as membership.
- 4) A member may resign membership and subscription to the mailing list upon written request.

### 5. THE COMMITTEE

- 1) The affairs of Lead-In shall be administered by a Committee which shall have ultimate responsibility for its actions. The Committee shall **have control of the funds and property of Lead-In, and of its administration**.
- 2) The Committee will be the Governing Body of Lead-In. The Committee will consist of at least, the **President, the Vice-President, the Secretary, and the Treasurer**. Affiliated posts such as webmaster can be appointed at the discretion of the President.
- 3) The Committee shall have power to make decisions, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
- 4) The **quorum for a Committee meeting shall be four members present in person, including the President and two members of the Committee**. When any **financial business is to be**

**transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.**

- 5) A decision, or mandate in the Committee should normally be a **consensus decision**. In extremis, with the consent of the President, the matter can be subject to a vote and a three quarters majority.
- 6) New members of the Committee shall be appointed by the existing committee, under the initiative and leadership of the President. **Positions will be chosen through a committee consensus decision.**
- 7) The President will have a **maximum term of one academic year**. The President can be removed by a **constructive vote of no-confidence by the Committee**, whereby the current President is removed only through the immediate appointment of a successor- else the current President stays.
  - (i) **The President is chosen by the previous President**, with the consent of the Committee
- 8) The Committee, on consensus, may suspend subsection 6 for a reasonable period of time if necessary.
- 9) If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the end of the academic year by co-optation.

## **6. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 1) To maintain and promote the aims, objectives, provisions and reputation of Lead-In. To be committed to the provision of a regular programme of lead-in events for the given academic year and attend committee meetings. To work in an amicable and productive fashion alongside other members of the committee in the best interests of lead-in members.
- 2) The President shall have the right to preside at all meetings of the members of Lead-In and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
- 3) The **duties of the President** shall include:
  - (i) Overall leadership and co-ordination and of Lead-In, allocating roles to the rest of the committee,
  - (ii) Overseeing the organisation of Lead-In events, and updating donors and its Trustees on the progress of Lead-In in achieving its stated aims.
  - (iii) Overseeing the acquisition of sponsorship from external bodies in conjunction with the Treasurer.
  - (iv) Being editor in chief of the Lead-In website and responsible for its content in close contact with the media officer,
  - (v) Chairing all meetings
  - (vi) Recruiting new members
  - (vii) Establishing collaborations with reputable external organisation where appropriate,
  - (viii) Working with and taking advice from advisors in the best interests of Lead-In.
- 4) The duties of the **Vice- President** shall include:
  - (i) Taking over the role of the President in his/her absence,
  - (ii) Aiding the President in the running of the committee and network,

- (iii) Recruiting medical school and junior doctor officers to aid with recruitment of Members,
  - (iv) Being actively involved in building and maintaining relationships with other organisations that share Lead-In's aims, for our mutual benefit.
- 5) The duties of the **Secretary** shall include:
- (i) all general administration of Lead-In
  - (ii) inviting speakers to attend and participate in Lead-In events.
  - (iii) Giving notice of meetings to the Committee and events to the Members.
  - (iv) Taking overall leadership and responsibility for publicity in liaison with the President
  - (v) Drawing up the minutes of those meetings and all others;
- 6) The duties of the **Treasurer** shall include:
- (i) Keeping proper records of Lead-In's financial transactions in accordance with current accepted accounting rules and practices;
  - (ii) Producing at the beginning of each year, a budget of proposed expenditure, including advertising, event booking and catering costs. He/she must also regularly update the Committee on current financial status of Lead-In.
  - (iii) Seeking sponsorship (financial and in kind) for the society and for individual events and liaising with the President in this regard.
  - (iv) Ensuring that bills are paid and cash is banked in accordance with the procedures developed within the Committee by-laws
  - (v) Ensuring that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- 7) The duties of the **Media officer** shall include:
- (i) Being proficient at using computer graphics to produce posters and promotional material for lead-in events in a timely fashion;
  - (ii) Upkeep of the logo, website, facebook and twitter accounts.
- 8) The duties of the **Quality Improvement officer** shall include:
- (i) Responsibility for quality improvement events, including at least 1 workshop during the year:
    - 1. Room bookings,
    - 2. Speaker invitations, confirmation and organisation,
    - 3. Event reimbursement and sending of e-certificates,
    - 4. Drink and refreshment provision,
    - 5. Set-up of the venue prior to events,
    - 6. Timely management of events,
    - 7. Provision of necessary materials and equipment.
  - (ii) Promoting the wellbeing of Lead-In members at events.

- 9) The duties of the **Innovation and Enterprise officer** shall include:
- (i) Responsibility for Innovation and Enterprise events, including at least 1 workshop during the year:
    - 1. Room bookings,
    - 2. Speaker invitations, confirmation and organisation,
    - 3. Event reimbursement and sending of e-certificates,
    - 4. Drink and refreshment provision,
    - 5. Set-up of the venue prior to events,
    - 6. Timely management of events,
    - 7. Provision of necessary materials and equipment.
  - (ii) Promoting the wellbeing of Lead-In members at events.
- 10) The duties of the **Leadership officer** shall include:
- (i) Responsibility for Leadership events, including at least 1 workshop during the year:
    - 1. Room bookings,
    - 2. Speaker invitations, confirmation and organisation,
    - 3. Event reimbursement and sending of e-certificates,
    - 4. Drink and refreshment provision,
    - 5. Set-up of the venue prior to events,
    - 6. Timely management of events,
    - 7. Provision of necessary materials and equipment.
  - (ii) Promoting the wellbeing of Lead-In members at events.
- 11) The duties of the **Representatives' lead** shall include:
- (i) Recruitment and organisation of the respective Medical school officers;
  - (ii) Ensuring the Medical school officers have the required resources and information,
  - (iii) Promoting the events and aims of lead-in,
  - (iv) Recruiting new members.
- 12) The duties of **Medical school officers** shall include:
- (i) Advertising and promoting lead-in events to students at their home organisations, by:
    - 1. Posting notices on appropriate online and offline forums;
    - 2. Doing lecture hall announcements
    - 3. Recruiting new members
- 13) The duties of **Junior Doctor officers** shall include:

- (i) Advertising and promoting lead-in to staff at their home organisations, by:
  - 1. Posting notices on appropriate online and offline forums;
  - 2. Making announcements where appropriate;
  - 3. Recruiting new members.

14) The duties of **Advisors** shall include:

- (i) Having experience in specific areas relating to healthcare innovation and leadership,
- (ii) Helping to guide the strategy of the Lead-In,
- (iii) Drawing upon his/her network to promote and fulfil the aims of Lead-In.

Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office all official documents and records belonging to Lead-In, together with (on request from the Committee) any other property of LEAD-IN which may be in his or her possession; and must complete any requirements to transfer authority relating to control of Lead-In's bank accounts, building society accounts, or other financial affairs.

## 7. HONORARY MEMBERS

Lead-in recognises established service and a longstanding commitment to the network. The following members have had a lasting and pervading influence on the success and direction of Lead-In: **Dr Alastair Blake, Dr Debra Fine, Dr Cindy Lai, Dr Martha Martin.**

## 8. PATRONS

Lead-In is formally supported by **Professor Parveen Kumar**, President of the Royal Society of Medicine. These individuals will have an advisory role and will ensure the Committee discharges its responsibilities appropriately.

## 9. FINANCE

- 1) The President, President-elect and Treasurer shall be responsible for the financial dealings of Lead-In, and co-signatures on any account opened under a directive from the Committee.
- 2) Expenditure should be authorised by a two-thirds majority in the committee prior to spending
  - (i) Emergency spending may be undertaken by the President, President-elect and Treasurer if the need arises
  - (ii) Such emergency spending should be noted at the next committee meeting

## 10. INDEMNITY

- 1) So far as may be permitted by law, every member of the Committee and every officer of Lead-In shall be entitled to be indemnified by Lead-In against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of Lead-In and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
- 2) So far as may be permitted by law, Lead-In may purchase and maintain for any member of the Committee or officer of Lead-In insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to Lead-In and against all costs, charges, losses and

expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by Lead-In by virtue of paragraph 24.

#### **11. DISSOLUTION**

- 1) Lead-In may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a Committee Meeting.
- 2) In the event of Lead-In being dissolved, its assets shall not be distributed amongst the members, but shall be returned to the relevant donors, in proportion to their initial contribution.

#### **12. INTERPRETATION AND AMENDMENT**

- 1) **Any amendment to this Constitution must be made by a three quarters majority decision by the Committee members present at a Committee Meeting.**