

Lead In Health Constitution

1. WE ARE CALLED:

- 1) The Society is to be known as **Lead In Health**, 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 Health 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 Health shall be applied solely to those objects.
 - a. We aim to educate our medical students and junior doctors about the topics mentioned above.
 - b. We aim to provide a forum for discussion about such issues for our members, and an opportunity for like-minded individuals to network.
 - c. We are broad in our outlook and will offer a range of innovative, engaging and multidisciplinary events in numerous fields.

3. HOW WE WILL DO THIS

- 1) Lead In Health will organise engaging events, which are educational and informative for our members. These will be held in central London.
- 2) Lead In Health 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 Health is open to any medical student or junior doctor working in the UK. Events will be free to attend but registration, either prior to or at the event, will be mandatory.
- 2) Membership of Lead In Health is free of charge.
- 3) Membership is defined by attendance at more than one half of all Lead In Health events in an academic year.
- 4) A member may resign membership and subscription to the mailing list upon written request.

5. THE COMMITTEE

- 1) The affairs of Lead In Health 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 Health, and of its administration. The outgoing committee shall provide operational oversight.
- 2) The Committee will be the Governing Body of Lead In Health. The Committee will consist of the President, Vice-President, Publicity Officer, Communications Officer, Treasurer and Events coordinator. Non-Committee posts such as university/trust representatives 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) All committee members shall be subject to a transition period of three months from the date of official handover. Within this time, the outgoing committee may, with a consensus vote, remove any member deemed to be failing in their role.
- 8) 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
- 9) The Committee, on consensus, may suspend subsection 6 for a reasonable period of time if necessary.
- 10) 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 cooptation.

6. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- 1) The President shall have the right to preside at all meetings of the members of Lead In Health 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 (normally this would fall to the VP). The duties of the President shall include:
 - (i) Overall leadership and coordination and of Lead In Health, allocating roles to the rest of the committee
 - (ii) Overseeing the organisation of Lead In Health events, and updating donors and its Trustees on the progress of Lead In Health 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 Health website and responsible for its content in close contact with the publicity officer
 - (v) Chairing all meetings
 - (vi) Recruiting new members
 - (vii) Coordinate publicity with publicity and communications officers
- 2) The Vice- President shall:
 - (i) Take over the role of the President in his/her absence.
 - (ii) Recruit Reps from as many medical school as possible to aid with recruitment of Members, and shall be responsible for maintaining Lead In Health's relationship with such Reps.
 - (iii) Be actively involved in building and maintaining relationships with other organisations that share Lead In Health's aims, for our mutual benefit.
 - (iv) Be responsible for inviting and confirming speaker attendance.
 - (v) Be responsible for all general administration of Lead In Health

(vi) Draw up the minutes of those meetings and all others

3) The Treasurer shall:

- (i) Keep proper records of Lead In Health's financial transactions in accordance with current accepted accounting rules and practices;
- (ii) Produce 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 Health.
- (iii) Seeking sponsorship (financial and in kind) for the society and for individual events and liaising with the President in this regard.
- (iv) Ensure that bills are paid and cash is banked in accordance with the procedures developed within the Committee by-laws
- (v) Ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;

4) Publicity Officer

- (i) Being proficient at using computer graphics to produce posters and promotional material for Lead In Health events in a timely fashion.
- (ii) Maintain and update the website (<http://www.lead-in.org.uk>)
- (iii) Organise the deployment of physical items, to include but not limited to: posters, banners and business cards.
- (iv) Work closely with the Communications Officer and President to design a publicity strategy for the year.

5) Communications Officer

- (i) Maintain and update our social media channels to include Facebook, Twitter and LinkedIn
- (ii) To use material created by the publicity officer to advertise Lead In Health events.
- (iii) To build and maintain strong links with allied societies and university departments, in order to disseminate advertisement.
- (iv) Work closely with the Publicity Officer and President to design a publicity strategy for the year.

6) Events coordinator

- (i) Room bookings
- (ii) Catering
- (iii) Photography and video recording
- (iv) Where necessary to achieve the above, to work with partner societies.
- (v) To ensure timely management of events

7) Sub-committee

- (i) The duties of **Medical School Representatives** shall include: (i) Advertising and promoting Lead In Health 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

- (ii) The duties of **Junior Doctor Representatives** shall include: (i) Advertising and promoting Lead In Health 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.
- (iii) 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 Health, (iii) Drawing upon his/her network to promote and fulfil the aims of Lead In Health

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 Health, together with (on request from the Committee) any other property of Lead In Health which may be in his or her possession; and must complete any requirements to transfer authority relating to control of Lead In Health's bank accounts, building society accounts, or other financial affairs.

7. TRUSTEES

Lead In Health is formally supported by Professor Dame Parveen Kumar, President of the Royal Society of Medicine, and Dr Gyles Morrison of The Clinical User Interface Society. These individuals will have an advisory role and will ensure the Committee discharges its responsibilities appropriately.

8. FINANCE

- 1) The President, President-elect and Treasurer shall be responsible for the financial dealings of Lead In Health, 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

9. INDEMNITY

- 1) So far as may be permitted by law, every member of the Committee and every officer of Lead In Health shall be entitled to be indemnified by Lead In Health 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 Health 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 Health may purchase and maintain for any member of the Committee or officer of Lead In Health 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 Health 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 Health by virtue of paragraph 24.

10. DISSOLUTION

- 1) Lead In Health 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 Health 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.

11. 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.