

TERMS OF APPOINTMENT FOR NASGBI LINKMEN

Introduction

- 1 NASGBI Council value the contribution of departmental linkmen who act as the local voice of the Society and facilitate effective communication to and from the Society's members.
- 2 At all times Linkmen are expected to act in good faith and within the aims and rules of the Society as laid down in the Society's constitution.
- 3 All members of the Society are reminded that there are certain expectations and responsibilities in relation to maintaining its charitable status.

Election

- 4 The Linkman should be a Consultant Anaesthetist and a member of NASGBI.
- 5 The Linkman should be proposed and seconded by two members of their department who must also be members of NASGBI.
- 6 Only full members of NASGBI may vote for the Linkman.
- 7 NASGBI should be informed of the election and results when known.
- 8 If there is only one candidate, that member may be appointed as Linkman without a local election.
- 9 The out-going Linkman will be responsible for overseeing the appointment process.
- 10 The term of office is for three years. The Linkman may be re-appointed (by election, if necessary) once.

In some circumstances, the term of office may be extended further.

- 11 NASGBI Council reserves the right, in exceptional circumstances, to request an incumbent Linkman to stand down and for a new appointment process to be conducted by NASGBI Council.

Role

- 12 The Linkman expected to maintain a list of all members at their institution with appropriate contact details. This will be shared NASGBI officers and used to maintain an accurate membership database.
- 13 The Linkman must have a functioning email address and respond to emails from NASGBI. (They should ensure that the firewall on their contact email address does not block any correspondence from NASGBI).
- 14 The Linkman's role is to be a route of acquisition and dissemination of knowledge on behalf of NASGBI.
- 15 As Linkman will be one of the routes of communication between the Society and its individual members they are expected to pass on messages and notices in a timely manner. This is important as the chosen method of communication for members of NASGBI is now electronic and often via the Linkmen.

Links to Society

- 16 NASGBI Council will nominate one Council member to be the Linkmen co-ordinator and main contact.
- 17 There will be a Linkmen's lunch at the NASGBI ASM. This will be a forum for the Linkmen to meet each other, members of Council and exchange ideas.

If the Linkman is unable to attend the ASM, they are asked to nominate a deputy to attend the Linkman meeting at the ASM on their behalf.