

**DENTAL TRAINEES' COMMITTEE - TERMS OF REFERENCE**  
**May 2023**

**1. CONSTITUTION**

- 1.1. The Dental Executive Board of the Royal College of Physicians and Surgeons of Glasgow ("College") has resolved to adopt this Constitution to regulate the function and define the responsibilities of the Dental Trainees' Committee ("Committee") of the College.
- 1.2. The Committee is charged to make recommendations, which will be endorsed by Dental Executive Board.

**2. MEMBERSHIP**

- 2.1. Ordinary Members of the Committee shall be elected. Once a year, at a time to be determined, nominations will be sought from all current Students (dental undergraduates), Affiliates (typically VDP/DFT, CDT or equivalent) and Members (typically specialty trainees or equivalent) of the College in the UK for the vacancies on the Committee at that time. Open advertisement will be posted on the College's website and other College media channels. If the number of nominations exceeds the number of vacancies a selection panel will be formed. Junior dentists (this includes all dentists in training – that is, those without a CCT or equivalent), Specialty Dentists and dental students in the UK are eligible to self-nominate.
- 2.2. As far as is practical, the committee will be composed as follows:

**Office Bearers (maximum 4)**

- |                       |                 |
|-----------------------|-----------------|
| Chair x 1             | Chair-elect x 1 |
| Deputy/Vice Chair x 1 |                 |
| Secretary x 1         |                 |

**Ordinary Members (maximum 15)**

- Specialty trainees / Academic Fellows or equivalent x 5
- DCT x 3
- VDP/DFT x 3
- Students (dental undergraduates) x 2
- Specialty Dentists x 2

- 2.3. The President, President Elect, Registrar, Honorary Secretary, Vice President (Dental) and Directors of Medical and Surgical Education (or their representatives) may attend *ex officio*.
- 2.4. There shall be a maximum of 19 members of the Committee (excluding those attending *ex officio* or as co-opted members).
- 2.5. Additional members may be co-opted onto the Committee as appropriate. This may include, for example, subgroup members (see item 2.8) and invited representatives of BDA and other UK dental training committee representatives
- 2.6. Six members of the Committee must be present to form a quorum and must include at least one Co-Chair and one *ex officio* member. The quorum excludes any co-opted members in attendance
- 2.7. The Chief Executive Officer and other senior College executive staff as appropriate, may attend and participate in the meetings of the Committee.
- 2.8. In addition to the main Trainees' Committee, subgroups of the committee will be formed in order to support the work of the committee. These will be chaired by the Committee Vice-Chair. These are open groups and members do not require to be elected. Subgroup members can be co-opted to the main Committee.

### **3. DURATION OF APPOINTMENTS**

- 3.1. Appointments to the Committee shall normally be made for a term of two years. This may be extended by re-election up to a maximum of three consecutive terms (including any term served as an Office-Bearer).
- 3.2. Appointments will cease upon completion of training, unless undertaking a position as Specialty Dentist.

### **4. CHAIR, CHAIR-ELECT, VICE-CHAIR AND SECRETARY**

- 4.1. The Chair, Chair-Elect, Vice-Chair and Secretary of the Committee shall be elected by the members of the Committee
- 4.2. Appointments to these posts shall normally be for a period of two years.
- 4.3. Undergraduate student members of the committee are not eligible to stand for Office Bearer posts.

### **5. MEETINGS**

- 5.1. Meetings of the Committee shall be held four times a year, or as often as is considered necessary, and will be convened by the Chair.
- 5.2. All members of the Committee are expected to attend meetings regularly. Members who miss three consecutive meetings without good cause will be asked to resign from the committee.
- 5.3. Meetings shall be held at such time and in such place as may be specified in the notice convening the meeting.
- 5.4. Meetings may be held virtually.
- 5.5. A member may participate in a meeting of the Committee by way of telephone and/or video conference. Notice should be given at least seven days before the meeting if this facility is required.
- 5.6. Notices of all meetings of the Committee shall be distributed at least seven days before the date of the next meeting.
- 5.7. Committee members should submit items for discussion on the agenda, including relevant papers, at least seven days in advance of the meeting; and should be prepared to report back to the Committee on meetings they've attended on behalf of the Committee.
- 5.8. Minutes of all meetings will be recorded
- 5.9. Minutes from the meeting will be circulated electronically to the Committee members within two weeks of the meeting date.

### **6. TERMS OF REFERENCE**

The main role and responsibilities of the Committee shall be to: -

- 6.1. Provide trainee representation at a local and national level including the provision of responses to consultations and position statements.
- 6.2. Direct, design and deliver appropriate, relevant educational support to students and trainees in association with the Education team and in line with the College strategic objectives.
- 6.3. Actively promote the activities and services of the College acting as an ambassador of the college
- 6.4. Advise Council and the President on issues which directly impact on trainees
- 6.5. Build partnerships and interact with the other Royal Colleges, intercollegiate bodies, NHS and other healthcare organisations, statutory bodies, specialty groups and other stakeholders to advance dental education and promote the highest possible standards of patient care.

- 6.6. Capitalise on the unique multidisciplinary nature of the College by seeking opportunities to bring together students and trainees from across the disciplines.
- 6.7. Develop and implement a robust engagement strategy for students and trainees to increase membership of the College

## **7. REPORTING**

- 7.1. The minutes of all Committee meetings will be reported to Dental Executive Board.
- 7.2. Once approved, minutes from the meetings will be available to College members on request.
- 7.3. The Secretary will collate relevant information regarding key activities and achievements of the Committee for review of the effectiveness of the committee and for inclusion in the College Annual Review.

## **8. AUTHORITY AND RESOURCES**

- 8.1 The Committee is duly authorised by Dental Executive Board to review any activity within its terms of reference.
- 8.2 The Committee will be supported in its administration by staff from the Membership Engagement team.

## **9. AMENDMENT**

- 9.1. This Constitution may only be amended by a resolution of the Dental Executive Board.