



## **Association of Coloproctology of Great Britain and Ireland Chapter Representative Responsibilities**

The following constitute the responsibilities of a Chapter Representative. It is expected that these are followed to the best of the representative's ability in accordance with the mandate placed upon them by their constituents.

1. Represent views and opinions of the chapter to council.
2. Write and submit a report to each council meeting for discussion and tabling.
3. Appoint a deputy to attend council meetings in case of unavoidable absence.
4. Attend council meetings twice a year (at least 67% attendance) unless exceptional circumstances (to be agreed) prevent attendance.
5. Feedback all discussions at council meetings to chapter.
6. Carry out any requests from council promptly.
7. Be involved in the organisation of at least 1 regional meeting per year where all members, associates and affiliates (specifically nursing colleagues) of the chapter are invited. Funds of £1000 per annum have been made available for this purpose.
8. Update the relevant chapter website regularly through external affairs.
9. Document all members of the ACPGIBI in their region (members, associate members and affiliate members) and update on a yearly basis (2 weeks before October council meeting). The membership secretary of the ACPGIBI can assist with this task. This update will be sent to the secretary.
10. Track all consultant non-members ensuring that they are aware of the benefits of being members. The membership secretary of the ACPGIBI can assist with this task.
11. Document all senior trainees in the region and update on a yearly basis. Send updates to the secretary.
12. Ensure senior trainees are aware of the benefits of being members.
13. Liaise with nurse chapter representatives ensuring that there are no vacancies and offer support.
14. Notifying members when they are due to complete their term of office. Inviting nominations for their successor. In the event of two or more nominations, conducting a ballot of members with a vote. If the Chapter Rep is standing for re-election they can appoint a deputy to conduct a ballot.
15. Seek a mandate from the members of the chapter for election of the President in Waiting in the event of an election.