



## TERMS OF REFERENCE APM JUNIORS COMMITTEE

### 1. Name

The name of the APM Committee shall be 'APM Juniors Committee'

### 2. Purpose

The APM Juniors Committee replaces the Junior Members Working Group, which was set up in April 2013. In light of the high level of interest in such a group established by the Working Group, the Committee's remit is to stimulate interest in the speciality amongst medical students and pre-speciality training (ie. pre-ST3) junior doctors, providing educational opportunities, peer support and representation, information and signposting and a means for coordinating and channelling their interest in palliative medicine.

### 3. Committee Membership

Chair  
Secretary  
Undergraduate Membership Coordinator  
Postgraduate Membership Coordinator  
Communications Coordinator  
Education Coordinator (& Liaison to APM Education Committee)  
Student-Selected Components and Electives Coordinator  
Research Coordinator (& Liaison to APM Science Committee)  
Careers & Mentorship Coordinator (links with APM Workforce & Professional Standards Committees)  
Liaison to APM Trainees Committee  
**Total: 10**

### 4. Term of office

Chair                                    3 years  
Committee Members                4 years

No Committee member may serve more than 2 terms and/or serve more than 1 term as chair, providing a maximum of 11 years. The chair/office bearers can serve more than 3 years, only by agreement with the Executive Committee.

## 5. **Accountable to**

APM Executive Committee. The Juniors Committee will be asked to report to the Executive Committee 3 times per year.

## 6. **Election**

Ballot of all Junior members of the APM

## 7. **Meetings**

Frequency of meetings: 4 times per year

APM committees can have as many telephone conferences as they wish, but should do this in conjunction with the APM Secretariat, to ensure that meetings/calls are coordinated with other committees and that value for money is achieved.

A meeting should be considered quorate if the Chair (or their deputy is present) plus 50% of other members.

If any member does not attend more than 50% of the meetings in a year their position on the committee will be vacated unless the exec approves their continued membership due to special circumstances.

## 8. **Funding**

Venues for meetings and travel expenses will be funded by the APM.  
(See *expenses policy*)

## 9. **Role of Committee**

- To identify and facilitate mechanisms for stimulating and harnessing interest in palliative medicine amongst medical students, foundation programme doctors and core medical/surgical trainees and GP trainees.
- To establish and facilitate mechanisms for communication and coordination amongst this group of medical students and doctors who are interested in palliative medicine, including establishing regional and national networks, organisation of conferences and educational events and using online media as a focus.
- To establish and act as a central information hub about elective and special study component opportunities, careers advice, resources and events.
- To facilitate networking between junior and senior members of the APM, particularly in the areas of mentorship, careers advice and research opportunities
- To liaise with APM standing committees to identify ways in which junior members can contribute to, and benefit from, those areas of interest
- To represent the views of Junior members to the Executive Committee and wider Association