



TERMS OF REFERENCE APM TRAINEES' COMMITTEE

1. Name

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

2. Purpose

The Trainees' Committee is run by trainees for their peers. Its primary purpose is to provide trainee peer support and trainee representation, information gathering (including when requested by external organisations at the discretion of the officers) and networking in a variety of areas. The Committee facilitates informal peer support and advice to trainees, disseminates ideas and information, collates and represents trainees' views within the APM and to other bodies, and encourages trainee involvement in the APM and other bodies.

3. Committee Membership

Chair
Secretary
Study Day Officer
Website Officer
Regional Rep coordinator
SAC representative
BMA Junior Doctors Committee
APM Trainee representatives

- Science Committee
- Professional Standards Committee
- Ethics Committee
- Workforce Committee
- Education Committee
- Ethics Committee

Total: 13

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 Trainees' Committee will be asked to report to the Executive Committee 3 times per year.

6. **Election**

Ballot of all Trainee members of the APM

7. **Meetings**

Frequency of meetings: 4 times per year

The Trainees' Committee can have a maximum of 2 face to face meetings

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**

The APM Trainees' Committee is run by trainees for their peers. As such its primary purpose is to provide trainee peer support and trainee representation, information gathering (including when requested by external organisations at the discretion of the officers) and networking in a variety of areas, most of which are illustrated by the officer roles outlined above.

The remit of the Committee is to:

- Facilitate informal peer support and advice to trainees
- Disseminate ideas and information to trainees
- Collate and represent trainees' views within the APM and to the SAC, BMA, PCRS, JSC and other national bodies as required
- Encourage trainee involvement in the APM, (and its work as the specialist society for palliative medicine), and other national bodies relevant to a career in palliative medicine