

Constitution of the Association of Otolaryngologists in Training (AOT)

1. Title

The association is known as the Association of Otolaryngologists in training or AOT. AOT is an independent association.

Website is www.aotent.org

2. Mandate

Represent the training needs of all ENT trainees within the UK with the aim to promote excellence and high standards of training at all levels.

3. Membership

All ENT higher specialty trainees in the UK are automatically members.

Medical practitioners registered with the General Medical Council who are engaged in the practise of Otolaryngology or interested in pursuing a career in ENT are encouraged to join.

Core trainees, foundation doctors and medical students with a special interest in ENT are encouraged to join.

Members are invited to attend annual meetings and shall be eligible to stand for election to a Committee role appropriate for their level of training.

Once a trainee achieves Certificate of Completion of Training (CCT), they will automatically relinquish their membership to AOT and become a member of YCOHNS.

4. Engagements

The AOT will hold an annual conference for the opportunity to meet, discuss training matters and provide a platform to present research and projects.

The AOT will also liaise with other organisations as outlined in the constitution.

5. Subscriptions

There is no current fee to be a member of AOT.

6. Membership Forum

The Membership forum is free to join and accessible via the AOT website.

The forum is a platform for statements related to training, meetings, and courses to be shared with AOT members.

At certain times other items may be shared such as relevant post-CCT fellowship opportunities and grants that have the potential to benefit ENT training. Surveys run by the AOT or it's liaising organisations such as ENT UK or ASiT may be circulated via the forum if felt to benefit to ENT training.

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Relevant courses, meetings and opportunities may be shared via the forum and the use of the forum by organisations wishing to advertise will be subject to a charge of £100 to the AOT. Training grants, bursaries, PhDs, post CCT fellowships, and free or at-cost courses and meetings are exempt from payment. Adverts and posts sent to the forum are approved at the discretion of the President and Treasurer who have editing rights to google forum.

7. The Committee

There are 23 -24 voting committee members, as set out below. The list of Trustees is reported at each Annual General Meeting (AGM). For continuity, persons voted into such posts shall be the committee members for the remainder of their appropriate term.

1. *Committee members*

The committee will consist of the following members:

- President of the AOT
- Vice-President
- Secretary (as a single or joint two-person role)
- Treasurer
- AOT education lead
- Association of Surgeons in Training (ASiT) rep
- ENT UK rep
- Royal Society of Medicine (RSM) rhinology/laryngology and British Rhinology Society (BRS) rep
- RSM Otology and British Society of Otology (BSO) rep
- Facial plastics rep
- British Academic Conference of Otolaryngology (BACO) rep
- BMA Multi-Specialty Working group (MSWG) rep
- Royal College of Surgeons (RCS) Edinburgh rep
- Education and training rep
- Equality, Diversity and Inclusion (EDI)/ Women in ENT surgery (WENTS) rep
- FRCS Exam rep
- Intercollegiate Committee for Basic Surgical Exams (ICBSE) rep
- ISCP rep
- Medical Training Initiative rep
- CT/SFO rep
- Journal/Research rep
- Social media rep
- Webmaster

2. *Roles and Responsibilities of committee members*

Individual descriptions of the Committee member roles are available in document at www.aotent.org/descriptions/

As a member of the AOT committee, elected members will be expected to attend regular committee meetings and have an active role in address training issues and the running of the association.

AOT committee members will hold representative roles on various other organisations. The Committee member representing AOT at such organisations will be responsible for representing the

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opinions of AOT and liaising any matters with the rest of the committee. A report from any attend meetings will be expected to ensure transparency.

Should an AOT committee member wish to end their term early, then 2 months notice is required in writing to the President with reasoning to allow for a suitable period to allocate a new individual to the role. The post will then be offered to the individual who received the next most number of votes at the AGM. Should there be no such individual (either they no longer wish to take the role or the post was uncontested at the AGM) the post will then be offered to the current committee to take on until the next AGM

The AOT committee retain the right to suspend or expel a member who is considered by the Committee to have failed to complete their roles and responsibilities as details above or brought AOT into disrepute. The member shall be given notice and have the rights of appeal and possible reinstatement.

8. Regional Reps

The business of the AOT committee shall be conducted by a body consisting of the elected representatives as outlined above. Regional representatives are encouraged to be involved with AOT business but do not hold a voting position on the committee. They are elected through regional trainee groups. Their role is to liaise with the main committee to communicate local issues and to distribute training information and opportunities within their region. Representatives must be a trainee within that region and may not cover more than one region. At the end of each year, the regional rep should communicate with the webmaster regarding who is maintain the deanery role.

There are 18 regional representatives from the following regions:

- East of England
- Kent, Surrey and Sussex
- Mersey
- Northern
- North Thames
- Northwest
- Oxford
- South Thames
- East Midlands
- Southwest
- Wessex
- West Midlands
- Yorkshire
- Northern Ireland
- Republic of Ireland
- West Scotland
- East Scotland
- Wales

9. Sub-committees

The AOT committee may create subcommittees to assist in the business of the Association. These are non-elected roles and therefore do not hold a voting position on the committee but are invited to

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attend sub-committee meetings. These shall report to the committee as a whole and may report on to members through the AOT newsletter, forum and AGM.

1. *Conference Subcommittee*

The conference subcommittee is made up of the two co-secretaries and the treasurer. The conference is hosted in a different region each year. The co-secretaries and treasurer must be trainees in the same region and the conference is therefore, for that year, held in the region in which they train. The location of the subsequent conference will be voted on during the AGM with the roles of co-secretaries and treasurer.

The subcommittee is responsible for the organisation of the conference and regularly updating the president, vice president, webmaster and the main committee with progress. Members of the main committee will be available to support the subcommittee when required and all committee members will actively engage with advertising the conference.

2. *Education Subcommittee*

The education subcommittee is set up to maintain contact with national and local teaching organisations that contribute teaching webinars to the AOT YouTube channel. The education subcommittee is chaired by the Education lead who will be responsible for keeping minutes and liaising with the AOT committee and the AOT president. The subcommittee may expand to include different platforms for education within AOT.

10. AOT representation

The AOT committee will meet on a regular basis throughout the year to discuss matters that arise through AOT and from reps sitting on other organisation committees.

AOT has representation on the following organisations:

- ENT SAC
- ENT UK Committee
- Education and Training Committee
- FRCS/JCIE
- ICSBE
- ASiT
- RSM rhinology and laryngology
- RSM otology
- Facial Plastics Surgery UK
- BMA
- E-logbook
- BACO
- WENTS
- SFO UK

11. Annual Conference

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The AOT will hold an annual conference for the opportunity to meet, discuss training matters and provide a platform to present research and projects. Trainees of any level are invited to attend, including medical students, foundation doctors, core trainees and higher specialty trainees.

The conference will be held in late Spring/early summer and will vary in location. The Treasurer and Co-secretaries will lead on the organisation of the conference. The treasurer and co-secretaries will therefore be based in the same training region and the conference will be held in that region that year. The conference will be financed through a combination of ticket purchases and sponsorship with the aim to run the conference as a non-profit event.

12. Annual General Meeting (AGM)

The AGM will be held at the end of the annual conference. The AOT membership will be updated with the work conducted throughout the previous year, share financial information, and approve the annual accounts.

The new incoming committee will also be elected. The AOT committee will advertise available positions via the AOT bulletins prior to the annual AGM and members can put forward their names for election at the AGM. Candidates will be given an opportunity to present a one-minute speech on their suitability for the position. The proposed candidates will then leave the meeting room and votes will be counted by hands raised. All members attending the AGM have equivalent voting rights.

In the event of a draw, the vote is first recast at the AGM and then electronically if still not settled.

11. Finances

The financial year of AOT will end on the day of the AGM at which point the accounts of AOT will be balanced and the number announced and handed over to the next Treasurer. The AOT business bank account will be signed over to the incoming treasurer, with it being the responsibility of both the outgoing and incoming treasurer ensuring an effective and timely handover occurs.

AOT is designed to be a non-profit organisation, with funds raised through adverts and sponsorship being reinvested into the association.

March 2022
Fenella Shelton
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