

The British Endodontic Society “Early Career Group” Terms of Reference

1 PURPOSE

The purpose of the Early Career Group is to support dentists early in their endodontic journey by:

1.1 Providing high quality education and training within the field of Endodontology for dental professionals pursuing career development in Endodontics.

1.2 Helping improve the quality of Endodontic care amongst newly qualifying dentists in primary and secondary care settings within the United Kingdom and Ireland.

1.3 Linking early careers member with more experienced endodontists to facilitate membership and act as a forum for dentists to network and exchange information.

2 MEMBERSHIP

The Early Career Group Committee will consist of the following members:

2.1. The Chairperson & Vice-Chairperson shall be volunteering members of the main BES council, who’s main roles will be to ensure the activities of the ECG align with the overarching business and ethos of BES; feedback ECG activities and initiatives to the main BES council for approval; and ensure the continuity of the ECG committee.

2.2 When the chairperson completes his/her 1 year term, the vice-chairperson will take on the position of chairperson. The position of Vice-Chairperson to the ECG will be determined via invitation to the main BES council. In exceptional circumstances, the chair / vice chairperson may remain in their role for more than 1 year with agreement of council.

2.3 Five non-council BES members, who’s main role will be to represent various academic and clinical roles and generate activities, events and initiatives that support that of the main BES council

2.4 The non council representative members can consist 5 of the following:

- Specialty Trainee in Endodontics or Restorative Dentistry Representative
- Academic Trainee Representative
- General Dental Practitioner Representative
- Dental Core Trainee Representative
- Dental Foundation Trainee Representative
- Undergraduate Representative
- One of the above members will be elected by the ECG committee to serve as Secretary.

2.5 All positions shall be elected for a one-year term. These will be run in line with elected positions on the main BES council, more specifically, from the AGM of one year to the next. Representative positions shall be via an application form sent directly to the Vice-Chairperson. Their positions can be extended if there is a risk of the position becoming vacant.

- 2.6 On completion of their term, non-council representatives are not eligible for re-election as a non-council ECG representative until a period of one year has elapsed from the date on which they ceased as such.

3 DUTIES OF COMMITTEE MEMBER

3.1 Chairperson

- Represent the ECG committee at BES council meetings
- Organising the annual ECG study day

3.2 Vice-Chairperson

- Assist Chairperson and preside their absence
- Keeping financial records of all ECG activities for the year following their election.
- Produce a financial report for the BES Treasurer to present at the AGM

3.3 Secretary

- Keep minutes of all meetings
- Prepare report for the work of the ECG for the BES Honorary Secretary to present at the AGM
- Invite nominations from the ECG for vacant positions

3.4 Speciality Trainee in Endodontics / Restorative Dentistry Representative

- Updating list of all mono-speciality trainees and restorative trainee lists.
- Assist in organising the specialist trainee track in the Annual ECG study day

3.5 Academic Trainee Representative

- Updating list of master level endodontic postgraduate programs in the United Kingdom
- Assist in organising the specialist trainee track in the Annual ECG study day

3.6 General Dental Practitioner Representative

- Assist in organising the newly qualified dentist track in the Annual ECG study day

3.7 Dental Core Trainee Representative

- Updating list of all TPDs to the Vice-Chairperson.
- Assist in organising the newly qualified dentist track in the Annual ECG study day

3.8 Dental Foundation Trainee Representative

- Updating list of all TPDs to the Vice-Chairperson.
- Assist in organising the newly qualified dentist track in the Annual ECG study day

3.9 Undergraduate trainee representative

- Getting in touch with student representative at the various undergraduate dental institutes.
- Assist in organising the newly qualified dentist track in the Annual ECG study day

4 MANAGERIAL AND ADMINISTRATIVE SUPPORT

- 4.1 The Chief Operations Officer and administrator will provide managerial and administrative support and work closely with the chair and deputy chair to fulfil the functions of the committee.

- 4.2 A budget will be set by the BES treasurer for the operational activities of the group and the Annual ECG study day. The group should attempt to be financially self-sufficient by year 5.

5 COMMITTEE MEETINGS

- 5.1 The annual study day shall be held in July
- 5.2 The ECG should aim to meet a minimum of 3 times a year, to discuss business. In order for a meeting to be quorate at least one member of the Executive committee and two ordinary committee members must be present for meetings.

6 REVIEW

- 6.1 The Committee is directly accountable to BES council and these Terms of Reference and Operating Arrangements shall be reviewed annually by the council.