

BSOJ Constitution

1. Title

- 1.1. The Association shall be known as the British Society of Otolaryngology Juniors (BSOJ).

2. Aims

- 2.1. To promote otology amongst trainees
- 2.2. Collate and disperse the most up to date details on upcoming Otolaryngology-related meetings, conferences, courses and fellowships.
- 2.3. Encourage trainee attendance and involvement in national BSO meetings by tailoring relevant academic programme content.
- 2.4. Promote clinical and basic science research in otology by publicising research opportunities and fostering collaboration amongst members.
- 2.5. Establish a mentoring network for trainees interested in a career in otology.
- 2.6. Establish and maintain a social media presence.
- 2.7. Organise social events for BSO junior members to meet and network (and have fun!) at relevant meetings.
- 2.8. Campaign for reduced BSO Juniors members rates for BSO/affiliated meetings and courses
- 2.9. Send out a regular newsletter to members highlighting key events and upcoming meetings/courses

3. Membership

- 3.1. Full membership is open to any ENT UK Member. All members get automatic membership into BSO and BSOJ once they have ENTUK membership, and can tailor their interest to BSO and BSOJ by informing ENTUK.
- 3.2. All committee members are required to be members of ENTUK

4. Committee and Roles

The committee will consist of the following members:

- Chair
- Secretary
- Fellowship Lead
- Events Lead
- Education lead
- Mentoring lead
- Social Media and Website Lead
- Research and Audit Lead
- Core surgery Rep
- Student and Foundation Trainee Representative
- AOT representative (elected via AOT election)
- Past Chair (Chair from immediate previous year)

See Appendix 1 for Role Descriptions

5. Election of Committee

- 5.1. Chair position election: Members of the Committee will elect the Chair from the existing Committee.
- 5.2. Secretary position election: Members of the Committee will elect the Secretary from the existing Committee.
- 5.3. AOT Otology representative: is a 2-year position appointed by election via AOT.
- 5.4. Past Chair position: will be a part of the committee in an advisory capacity and is not elected.
- 5.5. All other, (non-Chair) positions are elected as follows:
 - A call for candidates for BSOJ committee positions for elections will be advertised via (i) ENT UK BSOJ website (ii) Social media (iii) AOT mailing list.
 - Applications for candidates will be open for a 2-week window. Candidates will be required to submit a 250 word biography.
 - Once the 2 week window of nominations has expired, nominees' profiles will be advertised via the above streams for a further period of 2 weeks.
 - All ENT- UK/BSOJ members will be eligible to vote for the committee members via an online voting platform.

6. Terms of Office

- 6.1. Once elected, all committee members must become ENT UK/BSOJ members if not already.
- 6.2. All committee members agree to attend a monthly virtual meeting to update about progress and discuss upcoming events.
- 6.3. All new positions are for 18 months.
- 6.4. BSOJ and its members shall be bound by ENT UK's Equality, Diversity and Inclusion policy.

7. Engagements

- 7.1. There will be an annual BSOJ conference for the opportunity to meet, discuss training matters and provide a platform to present research and projects, in conjunction with or separate to BSO main annual meeting.

CONSTITUTION TO BE REVIEWED YEARLY

Last Review: Dec 2023

Signed by Committee members:

Chair: Alexander Yao

Secretary: Valerie Kim

AOT RSM/BSO rep: Cillian Forde

Fellowship Lead: Ankit Patel

Events Lead: Livy Kenyon

Education Lead: Noah Havers

Mentoring Lead: Johan Bastionpalli

Social Media and Website Lead: Mustafa Thamer

Research and Audit Lead: Ben Silver

Core Surgery Rep: Ruby Sekhon

Student and Foundation Trainee Representative: Ahmar Ahmad

Appendix 1

Chair

Level: ST6 onwards, Previous BSOJ committee member

Description: The role is to provide overall overview of the direction of BSOJ and coordinate the different workstreams. The key aspect of this role is to incorporate the issues affecting trainees and to champion and promote all aspects of otology training, with ultimate responsibility of the running of BSOJ and to be available in an advisory capacity after the end of your tenure.

Secretary

Level: ST3+

Description: This is a new role that will involve working closely with the chair to facilitate and minute regular meetings and encourage deadlines to be met.

Fellowship Lead

Level: ST6+

Description: The role of fellowship rep is to maintain an up-to-date repository of both national and international fellowships for publication on the BSO Juniors part of the BSO/ENTUK website. Additionally, the role seeks ways to actively promote otology fellowships to junior trainees interested in a career in the subspecialty, by working with the social media rep to highlight the fellowship database through social media channels.

Events Lead

Level: CST+

Description: The role of the Events Lead is to primarily to lead organisation of the annual BSOJ main event, whether this is a Free Papers Meeting or the annual conference in conjunction with the main BSO committee. The Events Lead will also need to liaise with the Education Lead with regards to BSOJ Grand Rounds or other educational meetings, providing support for arranging these as appropriate.

Education lead

Level: ST3+

Description: The role of education lead is to promote and advocate for educational projects on behalf of the wider BSOJ group. This has previously involved organisation of virtual grand round meetings. This involved identification of lecturers, promoting the event, facilitate the lecture and arranging feedback. The educational lead will need to liaise with the Events Rep and Social Media Rep for support in arranging other educational meetings. Further ideas on educational ideas are welcome

Mentoring lead

Level: Any

Description: To manage the BSOJ Career development scheme to allow trainees to link with Otology Consultants. The role requires an interest in having been trained or to be trained in mentoring.

Social Media and Website Lead

Level: Any

Description: The role of the social media and website lead is to promote BSOJ events and projects as well as maintain and update the website. BSOJ are active on three platforms: Instagram, Facebook and X. These platforms have been used to promote other BSO / ENT related events. This committee member will also ensure BSOJ section of ENT UK is up-to-date and accurate. This will require contact with ENT UK administrative staff.

Research and Audit Lead

Level: ST3+

Role: BSOJ has been publishing popular journal-of-the-month posts via social media. This lead will continue to organise this, and create a timetable for the other committee members to participate in this. They will also promote research amongst otology trainees and develop a database of research grants and opportunities to further otology projects. The role would be key in helping to set up the short paper part of the annual conference and associated speakers.

Core Surgery Representative

Level: CST years

Role: To represent and feedback otology issues relevant to core trainees and liaise with other core surgery groups

Student and Foundation Trainee Representative

Level: Medical student/Foundation Trainee

Role: To represent and feedback otology issues relevant to medical students and foundation trainees. To liaise with other medical student groups including SFO and promote Otology and BSOJ. Additionally, to promote events such as abstract submissions and conferences to students, and work with the committee to organise BSOJ representation at relevant student events. Finally, to work with mentoring lead and foundation rep to develop mentoring programme.

AOT Representative

Level: Elected via AOT (Association of Otolaryngologists in Training).

Description: Is part of AOT, RSM, BSO, and BSOJ. Acts as a path of communication between all organisations and advocates and champions the goals of BSOJ.