

# Terms of Reference of the Mammary Fold

## (a) Membership

Membership will be administered by the Association of Breast Surgery. There will be two categories of membership:

- ABS Mammary Fold Associate Members (Senior Grade) – for Specialty Trainees from ST4
- ABS Mammary Fold Associate Members (Junior Grade) – Medical Students, Foundation Year, Core and Specialty Trainees up to ST3

Applicants must be sponsored by two full ABS members and membership will be approved by the ABS Honorary Secretary and ABS Trustees.

A subscription may be collected by the ABS in relation to these membership categories.

In addition the Mammary Fold Junior Network allows Medical Students, FY1 & 2, specialty doctors in years 1 or 2 and clinical fellows to receive communications from the Mammary Fold without the need for sponsors. This does not constitute membership of the Mammary Fold.

## (b) Meetings

### (bi) Committee Meetings

Committee Meetings of the Group shall be held at such times and places as the Committee shall appoint, usually by virtual meeting on a regular basis.

### (bii) Educational Meetings

Ordinary Meetings of the Group for educational or social functions shall be held at such times and places as the Committee shall appoint but are likely to be held at the annual Association of Breast Surgery Conference. These meetings shall be chaired by the Chair of the Mammary Fold or in their absence by a member elected by those present.

### (biii) Annual General Meetings

The Annual General Meeting of the Mammary Fold shall be held at the handover of the Committee which shall be in May each year at the ABS Conference to receive and adopt the Report of the Chair, a Financial update and to transact any other ordinary business. The location and content of the meeting will be arranged by the Committee.

## (ci) The Committee shall consist of:

All committee posts are for a tenure of minimum 1 year, with an option to extend to 2 years maximum. Below are the Committee posts, with the stage of training \* suitable indicated:

Chair - - Senior  
Vice Chair - Junior and Senior  
Secretary - Senior  
Treasurer - Senior  
Education & Training Representative - Senior  
ASIT Representative - Senior  
Senior Trainee Representative - Senior  
Junior Trainee Representative - Junior  
Website Administrator - Junior and Senior

Chair of the Mammary Fold Academic Committee – Junior and Senior

\*

'Senior trainee' = SpR years 4/5/6 or ST years 6/7/8 or Experienced non training career grade doctor

'Junior trainee' = SpR years 1/2/3 or ST years 3/4/5 or Research Fellow

(dii) Election of the Committee

Members of the Committee shall be elected by the Mammary Fold membership by electronic vote via the Mammary Fold website before the Annual General Meeting and the year of Office will run from the Annual General Meeting. Those interested in running for the Committee shall be proposed by an existing Committee member and seconded by two current Mammary Fold members. Their personal profile shall be communicated to the membership prior to the election date.

Nominations will usually open around early March of each year with voting in April and be open for two weeks, though this will be determined by the standing Committee.

Finances

The Mammary Fold's funds will be held and administered by the ABS. The ABS accounts will outline Mammary Fold income and expenditure. The ABS admin team will provide the Mammary Fold Treasurer with regular updates as to their financial position and will support the process of obtaining sponsorship for Mammary Fold events.

(e) Data Management, Maintenance & Membership

The Mammary Fold membership will be administered by the ABS. Details of Mammary Fold members will be held on the ABS database and will comply with their privacy notice and policies.

Details of the Mammary Fold's membership will be released to the Mammary Fold Committee members and Regional Representatives when required and when the necessary GDPR agreement has been completed and returned. Committee members and Regional Representatives must not retain copies of this data, or use them for purposes other than communicating in relation to their Mammary Fold roles.

(f) Amendments to the Terms of Reference

These Terms of Reference may be updated as and when required. The consent of the Committee must be obtained for any changes.