

**From the Vice-President
Professor Martin Humphries FMedSci**
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Dear Fellow,

Election of next President of the Academy of Medical Sciences

Professor Sir John Tooke PMedSci is due to retire from the Presidency of the Academy of Medical Sciences at the Annual General Meeting on 3 December 2015, completing a 4 year term in which he has led the Academy to further prominence and influence. The future success of the Academy depends critically on the appointment of a new President who can build on this successful legacy and drive the Academy forward. I write on behalf of the Council to seek your suggestions for his successor.

Eligibility and process

The post is open to all Ordinary Fellows of the Academy. The nomination process is as follows:

- Nominations may be made by any Academy Fellow for any other Academy Fellow providing that they have agreed to be nominated.
- The nomination must be supported by three Fellows.
- Members of Council will elect the new President from amongst those nominated.

I have convened a Search Committee to oversee the process, which includes the Officers, excluding the current President, and two Council members, namely Professor Edwin Chilvers and Professor Peter Weissberg. For your information, I attach excerpts from the Standing Orders on the election process. Formal nominations will close on 31 May 2015. Council will elect the new President at its June 2015 meeting, in light of the deliberations of the Search Committee.

We are now seeking **confidential expressions of interest and suggestions of potential candidates**, and I invite you to contact me as soon as possible. My personal e-mail address is at the top of this letter. We would be pleased to provide further details of the nomination process together with the relevant nomination forms. Suggestions and expressions of interest are welcome from any area of the Fellowship, including clinical and non-clinical, and the disciplines covered by all of our Sectional Committees.

Honorary Officers – general information

The Honorary Officers provide strategic advice and oversight of the entirety of the Academy's work. Current Honorary Officers are:

- Sir John Tooke PMedSci, President – retiring AGM 2015
- Professor Martin Humphries FMedSci, Vice-President (non-clinical)
- Professor Christopher Day FMedSci Vice-President (clinical)
- Professor Moira Whyte FMedSci, Registrar
- Professor Anne Dell CBE FRS FMedSci, Treasurer
- Professor George Griffin FMedSci, Foreign Secretary

Term of office

The new President will take up his/her position with effect from the AGM on 3 December 2015. The term of office is four years.

Attributes

The Standing Orders for Election of Honorary Officers of the Academy state that: *"...candidates should demonstrate high academic standing, a significant track record of achievement, the ability to represent the different constituencies within the Academy, and the ability to commit sufficient time and energy to the task"*.

In addition to distinction in the medical sciences, the role of President requires:

- Experience of leadership at the highest level.
- A track record of high-level engagement with Government and stakeholders, and the authority, influence and experience to deliver the Academy's mission.
- Integrity, strategic vision and sound judgement.
- An ability to inspire and inform both expert and public audiences.

President – the post

The President provides leadership and strategic direction to the Academy of Medical Sciences, working with Council to set the objectives and policies of the organisation. Our current 5 year strategic plan spans 2012-2016, after which it will be renewed.

The formal commitments of the role total approximately one day per week, including participation in London-based meetings, in addition to ready accessibility for email/telephone consultation with the Academy office. The role is supported by five Honorary Officers, as well as 12 elected and up to 5 co-opted Council members, who take responsibility for specific areas of Academy work, in addition to an experienced and effective secretariat of 28 staff, led by the Executive Director.

Main responsibilities:

- To chair Council and Officers meetings, guiding the strategic direction of the Academy's work, advising on specific projects and activities, and overseeing successful delivery of Academy outputs.
- To build and enhance high-level relationships with key organisations, including Government, research funders, universities and medical schools, industry, regulators, various NHS groups and agencies, and others.
- To represent the Academy at meetings with key external contacts, and on a selected number of external committees, including the Prime Minister's Council for Science & Technology.
- To engage the Academy Fellows and the broader medical science community, ensuring the Academy is aware of prevailing issues, challenges and opportunities.
- To act as a spokesperson for the Academy, engaging pro-actively and reactively with the media, and speaking to both expert and public audiences.
- To liaise with the Executive Director to oversee and support the Academy's operational affairs.
- To oversee the Academy's fundraising activities and our work to secure external income.

Continues overleaf

Next steps

I hope you will give careful consideration to suitable candidates for the future Presidency of the Academy, and I invite you to contact me or a member of the Search Committee as soon as possible with confidential expressions of interest or suggestions of potential candidates.

Many thanks in advance for your assistance.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'MH', with a long horizontal flourish extending to the right.

Professor Martin Humphries FMedSci

Search Committee

Vice-President (non-clinical), Professor Martin Humphries FMedSci

Vice President (clinical), Professor Christopher Day FMedSci

Registrar, Professor Moira Whyte OBE FMedSci

Foreign Secretary, Professor George Griffin FMedSci

Treasurer, Professor Anne Dell CBE FRS FMedSci

Council member, Professor Edwin Chilvers FMedSci

Council member, Professor Peter Weissberg FMedSci

Section XIII. Election of Honorary Officers

64 As laid down in the Articles of Association, Council shall comprise the Honorary Officers, and not less than three and not more than 18 Ordinary Council members. The term Honorary Officer means the:

- i) President
- ii) Vice-President (clinical)
- iii) Vice-President (non-clinical)
- iv) Registrar
- v) Foreign Secretary
- vi) Treasurer

65 Honorary Officers serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.

66 All Fellows, save the Honorary Fellows, are eligible for election as Honorary Officers.

67 No person shall occupy the office of President for a period of more than five years (Article 51). No person shall occupy the office of Vice-President (clinical), Vice-President (non-clinical), Registrar, Foreign Secretary or Treasurer for a period of more than six years (Article 51).

All Honorary Officers normally serve for four years. At least one Honorary Officer should normally retire each year at the AGM.

Previous Honorary Officers are not eligible to apply for a post they have already held, but may apply for a different post.

68 Ordinary Council Members may, during their time of office, or at any time following completion of a term of office, be eligible to be appointed as an Honorary Officer, at which time they will cease to be an Ordinary Council Member and will have the term of office as an Honorary Officer.

69 Each year, the President, or Vice-President during elections for the post of President, will write to the Fellows to inform them of the anticipated retirement at the next AGM and to seek suggestions.

The circular to Fellows will include statements about the role, duties and time commitments of the Honorary Officer post.

70 Only Fellows of the Academy of Medical Sciences may make a nomination. Nominations may be made by any Fellow for any other Fellow (save the retiring Honorary Officer and the Honorary Fellows), providing that he or she has agreed to be nominated. The nomination form must be signed by three Fellows of the Academy.

Electronic signatures will be accepted.

71 Candidates should also countersign the nomination form to indicate their willingness to serve in the role if elected.

A valid nomination should consist of the following:

- i) The completed nomination form signed by three Fellows
- ii) The candidate's statement (in no more than 300 words) outlining their background and how they would wish to contribute to the Academy.
- iii) A copy of the candidate's CV

These statements will be circulated to the Council. The process will commence in January or February, and the closing date for receipt of nominations will be 31 May.

- 72 A Search Committee will be appointed under the chairmanship of the President or Vice-President. The Committee will oversee the nomination process, receive suggestions and draw up a list of potential candidates, brief candidates about the post and responsibilities, and advise Council on the strength and support for each candidate. Suggestions made to the Committee will be confidential.

In seeking persons to fill the posts of Honorary Officers, the Chairman shall consult among the Fellowship in order to identify those who command the greatest support of the Fellows and who can best fill the responsibilities of an Honorary Officer.

Candidates should demonstrate high academic standing, a significant track record of achievement, the ability to represent the different constituencies within the Academy, and the ability to commit sufficient time and energy to the role.

- 73 The Search Committee will include the Honorary Officers, save the retiring Honorary Officer, and two representatives from Council. The Committee will be limited to seven in total.
- 74 The deliberations of the Search Committee will be presented to Council at the June meeting. Voting will be by a show of hands.
- 75 If there is a contested election, the following procedure will be adopted. Following the Council discussion, a ballot paper will be sent by post to Council members accompanied by the personal statements of the candidates and a copy of their CV. Council members will be required to return the ballot papers no more than four weeks from dispatch of the papers, indicating their rankings of the candidates.

Members of Council who are themselves nominees are not entitled to vote in the election. The retiring Honorary Officer is not entitled to vote in the election. Council members who have nominated candidates for the election are entitled to vote.

- 76 The ballot will be secret and only ballot papers received in sealed envelopes will be valid.
- 77 The ballot papers will be opened in the presence of a scrutineer appointed by the President or Vice-President. The scrutineer may be a Fellow, but he or she may not be an existing member of Council, nor candidate for the post of Honorary Officer. Where there are more than two candidates for one vacancy, counting will be by the single transferable voting system and the candidate receiving the most votes will be deemed elected.
- 78 The result of the ballot will be reported to Council members and subsequently to the Fellowship within 4 weeks of Council notification.
- 79 The incoming Honorary Officer will take up the post with effect from the next AGM following the election.

Timetable

- November* Council to be informed of the anticipated vacancy amongst the Honorary Officers. Search Committee to be appointed.
- The Fellowship to be informed of the vacancy and the nomination process at the AGM.*
- January* Circular to Fellows informing them of vacancy and inviting suggestions to be submitted to the Search Committee.
- January - May* Search Committee to meet and review potential candidates.
- May* Nomination forms signed by three Fellows to be received by the Academy office no later than 31 May.
- June* Council to receive shortlist of candidates from the Search Committee. Discussion of relative merits. If uncontested, Council will be invited to vote at the June Council meeting. If there is a contest, Council will be balloted by post.
- June/July* Academy office to post ballot papers to Council members. Votes to be returned within four weeks.
- July/August* Ballot to be conducted, in the presence of a scrutineer.
- July/August* Council to be informed of election result. The result to be emailed to the entire Fellowship within 4 weeks of Council notification.