

**From the President**  
**Professor Sir Robert Lechler PMedSci**  
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01 February 2016

Dear Fellow,

## **Appointment of Registrar – Call for nominations**

Professor Moira Whyte OBE FMedSci will be retiring as Registrar of the Academy at the New Fellows Admission Day in June 2016 upon completion of her 4-year term of office. I write on behalf of the Academy Council to seek your suggestions for her successor.

### ***Eligibility and process***

The post is open to all Ordinary Fellows of the Academy.

- 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 next Registrar from amongst those nominated.

In accordance with the Academy's Standing Orders, a Search Committee has been convened to oversee this appointment, brief candidates on the post and responsibilities, and make recommendations to Council. This Committee will be chaired by Professor Christopher Day FMedSci (Vice-President, Clinical) and, as is set out in the Standing Orders, will comprise the remaining Academy Officers and two representatives from Council. Professors Jane Norman FMedSci and Theresa Marteau FMedSci have kindly agreed to serve in this capacity.

The deadline for nominations will be **3 May 2016** and Council will elect the new Registrar at its June meeting, in light of the deliberations and recommendations of the Search Committee.

Nominations forms are [available on the Academy website](#). Nominations should be sent, in confidence, to Professor Christopher Day at the following e-mail address: [chris.day@acmedsci.ac.uk](mailto:chris.day@acmedsci.ac.uk). Suggestions and expressions of interest are welcome from all areas of the Fellowship, both clinical and non-clinical and from all of the disciplines covered by our Sectional Committees. Any Fellow who wishes to discuss the role further should contact the Chair of the Search Committee at the earliest opportunity

Candidates are asked to countersign the nomination form to indicate their willingness to be appointed and to include a 300 word statement outlining their background and how they would contribute to the Academy and its future. These statements will be circulated to Council.

Further information about the term of office, duties of the post and the qualities sought in a potential Registrar are outlined below:

## **Term of office**

The new Registrar will take up his/her position with effect from the New Fellows Admission Day on 29 June 2016 in order to oversee the full Fellowship election cycle for 2017.

Honorary Officers of the Academy normally serve for four years.

## **Registrar - the role**

The Standing Orders governing the 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 role’*

The Registrar is a member of the Honorary Officers group which meets approximately six times a year. As part of this group the Registrar plays a key role in developing Academy policy, including issues relating to academic careers and training.

The six Honorary Officers are currently:

Professor Sir Robert Lechler PMedSci	President
Professor Christopher Day FMedSci	Vice-President (clinical)
Professor Martin Humphries FMedSci	Vice-President (non-clinical)
Professor Moira Whyte OBE FMedSci	Registrar
Professor Anne Dell CBE FRS FMedSci	Treasurer
Professor George Griffin FMedSci	Foreign Secretary

The Registrar’s chief responsibility is the oversight of the elections to the Academy’s Fellowship. It is the Registrar who makes recommendations to Council about the appointments of the Sectional Committees, chairs the meeting of the Sectional Committee Chairs, defines the process for the conduct of the elections, oversees the development of E-Lect, the online system that supports Fellowship election, monitors the number, quality and breadth of nominations, and provides quality assurance for the process.

There are seven sectional committees:

- SC1: Physics, chemistry, biochemistry, structural biology, mathematics, informatics and engineering applied to biomedicine
- SC2: Genetics, cellular and developmental biology, microbiology and immunology
- SC3: Anatomy, neuroscience (including neurology and neurosurgery), physiology, pharmacological sciences
- SC4: Medical specialties (excluding oncology, neurology) and paediatrics
- SC5: Surgery, anaesthesia, oncology, clinical pathologies, imaging (including radiology), dentistry, ophthalmology, obstetrics and gynaecology
- SC6: Psychiatry, psychology and mental health, public health, epidemiology and statistics

- SC7: Primary care, social sciences, humanities and law in medicine, administration of health services, health services research, health policy, health improvement, education, industry, science and society

The Registrar is also required to officiate at the annual admissions ceremony for new Fellows in June/July.

A particular aspect of the Registrar's role is to act as a Champion of the Academy's portfolio of programmes to support young researchers. The Registrar advises on the development of programmes and schemes and, when necessary, acts as an alternate to the President in representing the Academy at key meetings and as a spokesperson on external communications.

From time to time individual Officers are called upon to host Academy events, participate in working groups or attend committee meetings. His/her brief will depend on the particular research experience or expertise the individual brings to the Officers' group.

I hope you will give careful consideration to suitable candidates for the future Registrar of the Academy and I invite you to contact Professor Chris Day as soon as possible with expressions of interest or suggestions of potential candidates.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Robert Day". The signature is fluid and cursive, with a large initial 'R' and 'D'.