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# Anatomical Society

## Regulations and Schedules

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### 1. Regulations

These Regulations are created pursuant to the Articles of Association of the Society. Whereas the creation of the Regulations and any changes thereto shall be subject to ratification by the members in a General Meeting, the Schedules to these Regulations shall be created and changed from time to time by the Council of the Society, as it determines.

### Membership of the Society

- a. Election shall normally be to Member (Full) or Member (Early Career), and the Council may approve the election of suitable persons for Fellowship or Honorary Fellowship of the Anatomical Society.
- b. The Society reserves the right to refuse admission to membership if the applicant's reputation or activities may bring the Society into disrepute and/or the applicant's professional activities are not in keeping with the aims of the Society.
- c. Council will give reasons for rejection and inform the applicant accordingly within one month of the Council meeting.
- d. Applicants have the right of appeal if they do not agree with the decision by writing to the Honorary Secretary of the Society within one month of being notified of the decision.
- e. Any appeal will be dealt with by three persons, appointed by Council, who have not been concerned with the matter so far, two of whom will be members of the Anatomical Society and the other an independent (i.e., not a member). They will review the decision to reject and will hear any oral, or read any written, evidence from the parties.
- f. Council will appoint a person to present its views to those reviewing the decision.
- g. The applicant has the right to be present at the Appeal hearing and or represented by a legal representative, as does the Society.
- h. The Appeal Panel will decide and give a written decision with reasons within one month of the appeal. The decision of the Appeal Panel will be final.



## **2. Full Membership**

Candidates for Full Membership shall normally be proposed/supported by two existing members of the Society in good standing. In case the applicant does not know a suitable existing member, they should seek advice and support from the Membership Officer.

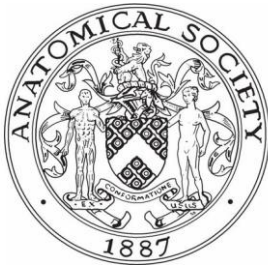
## **3. Early Career Membership**

- a. Early Career Membership shall normally be limited to those persons who are on a course of undergraduate study or are within 5 years from the date of award of their first undergraduate qualification pertinent to anatomy. Nomination for election to Early Career Membership shall be in accordance with the procedures provided for Full Members.
- b. Nominations shall be sent to the Membership Officer for examination and election by the Council.
- c. Early Career Membership ceases on the 30<sup>th</sup> September of the fifth year after the graduation date recorded. This shall normally be the date of completion of the first undergraduate degree pertinent to anatomy and the member will transfer to Full Membership on election by Council.
- d. In special circumstances, should an existing Early Career Member have to take a prolonged period of leave due to major reasons (parental/carer duties, long illness, etc.) after their graduation, the Early Career Membership can be extended beyond the five years post-graduation by an appropriate period of time commensurate to the leave period.
- e. New applicants who have already graduated and have taken a prolonged period of absence for a major reason (e.g., parental/carer duties, long illness etc.) have the opportunity to extend the Early Career time flexibly beyond the five years after graduation to match the period of leave, should they wish to do so.

## **4. Fellowship**

### **4.1 Fellow**

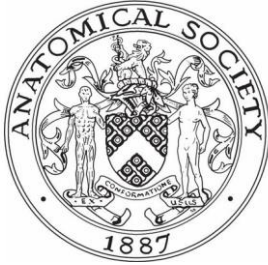
- a. Candidates for Fellowship of the Anatomical Society must be Members (Full) of the Anatomical Society in good standing for at least seven years.
- b. Candidates for Fellowship of the Anatomical Society must be proposed and seconded by a member of the Society in good standing and supported by three other members in good standing.



- c. Candidates for Fellowship of the Anatomical Society must demonstrate significant accomplishments in two of three areas:
  - i. Research
  - ii. Education
  - iii. Service
- d. Completed proposal forms must be sent to the Deputy Secretary who, having ensured that criteria a) and b) are met, will refer them for consideration by the Prizes & Awards Committee to make a recommendation to Council, which awards Fellowship of the Society
- e. Unsuccessful candidates may appeal to a committee composed of the President and two former Presidents of the Society.
- f. Members of the Society in good standing who have been elected to Fellowship may use the designation 'FAS' after their names.
- g. The Council, at its discretion, may nominate Members as Fellows of the Society.
- h. Full Members elected to Fellowship will continue to pay their subscription at the Full Member rate until they are eligible for a reduction of fees for long standing membership.

#### 4.2 Honorary Fellow

- a. The Council, at its discretion, may nominate persons who have achieved considerable distinction in the anatomical sciences or who have made an outstanding contribution to the activities of the Anatomical Society as Honorary Fellows of the Society. The award may be made to any individual and shall not be limited to current members of the Society.
- b. Honorary Fellows shall be entitled to all the rights and privileges of members, including membership free of charge, and may use the designation 'Hon FAS' after their name.



## 5. Privileges of Members

- a. All members shall be entitled to receive the following benefits:
  - i. Opportunities to network with fellow professionals
  - ii. Opportunities to participate in the Anatomical Society's regular scientific meetings, webinars, master classes and social events
  - iii. Receipt of free electronic subscription to the *Journal of Anatomy*
  - iv. Receipt of reduced subscription to *Aging Cell*
  - v. Discounts for the Society's scientific meetings
  - vi. Opportunities to participate in the Society's mentorship programme
  - vii. Grants, bursaries, awards, prizes and scholarships
  - viii. Opportunities to contribute to the Society's committees and working parties
  - ix. Opportunities to participate in the Anatomical Society and American Association for Anatomy joint Anatomy Training Programme
  - x. Access to members only online features, including forums and member directories
  - xi. Information on, and participation in, debates on policy, professional and educational issues

## 6. Subscriptions

- a. On election to membership, subscriptions shall become payable on 1<sup>st</sup> October each year. New membership taken from 1<sup>st</sup> July in the renewal year up to the renewal date in October shall be given free of charge, provided that a Direct Debit form for subsequent subscriptions is completed. Otherwise, a full year's subscription fee shall be required. The subscription shall be paid in sterling to the credit of the Society. Members with sterling bank accounts are strongly encouraged to pay their subscriptions by Direct Debit. Payment of subscriptions can also be made by International Banker's Draft/Money Order by a Credit Card acceptable to the Society.
- b. At the Council's discretion, application for a one-year remission of membership subscription may be considered due to major reasons (parental/carer duties, long illness, etc.)

## 7. Subscriptions in Arrears

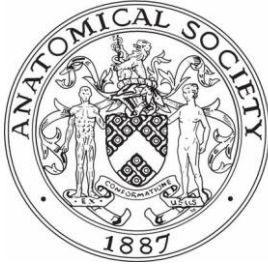
Members whose subscriptions have not been paid three months after they became due shall normally have their membership and privileges terminated by the Council at its next meeting. Reinstatement to membership may be granted at the discretion of the Council after subscription arrears have been paid.



## Scientific Meetings

### 8. Organisation of meetings

- a. The potential organiser of a scientific meeting shall submit an outline programme (including topic(s), proposed date(s), venue, potential speakers, potential sponsors, outline costings) to the Meetings Officer for consideration by the Meetings Committee (including the Editor-in-Chief of the *Journal of Anatomy*). Proposals considered suitable will be presented for discussion to the next scheduled meeting of Council by the Meetings Officer. If approved by Council, the proposed meetings will be entered into the Society's calendar of scientific meetings. Proposers shall be notified of Council's decision within three months of submitting their original proposal.
- b. The Meetings Officer shall provide the local organisers with clear instructions on their responsibilities in the organisation of the meeting and shall provide advice on the meeting structure, content and budget, as well as ensuring that it falls within the interests of the Society and its members.
- c. The Meetings Officer will liaise with the organiser on a regular basis during preparation of the meeting, including discussions on organisation and budget.
- d. The Meetings Officer, in consultation with the local organiser, shall also select a Chair for each scientific session and invite a member of the Society to preside at each session.
- e. Abstracts of papers / posters communicated at Society meetings shall normally be published in the *Journal of Anatomy* as the Proceedings of the meeting, subject to their satisfying the requirements of the *Journal of Anatomy* and of the Society. The Officer for each scientific session shall have the responsibility for overseeing this process at the meeting (in consultation with the Meetings Officer) and for agreeing any amendments to the abstract text that may be necessary. An abstract may not be published unless an author presents the communication in person and participates in the designated discussion session. Authors have the right to request that their abstract not be published.
- f. No author shall normally read more than one paper at any meeting. This restriction shall not apply to poster communications. The Meetings Officer may, in exceptional circumstances, make arrangements for an author to read more than one paper at a meeting, on condition that this is agreed prior to the last date for receipt of abstracts for the meeting.



## Standing Committees

### 9. List of Standing Committees

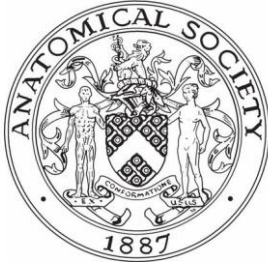
The following Standing Committees shall support the Council:

- a. Education Committee
- b. Equality, Diversity and Inclusion Committee
- c. Finance Committee
- d. Journals Committee
- e. Meetings Committee
- f. Membership Committee
- g. Research Advisory Committee
- h. Website, Media and Communications Committee

### 10. Terms of Reference

The terms of reference of the Standing Committees shall be as follows:

- a. Each Chair of a Standing Committee shall prepare an annual Action Plan for consideration at the first Council meeting of the year, setting out strategic goals and timelines. The plan shall identify members of that Committee who will be responsible for taking these plans forward. The Plan shall be submitted to the Honorary Secretary (c/o Executive Administrator) two weeks prior to the first Council meeting of the year. Standing Committees shall be expected to communicate regularly and to meet at least twice a year. Each Chair, or the Deputy, shall report on progress against the annual plan at Council meetings during the year as appropriate and shall also submit a brief report to the last Council meeting of the year, detailing outcomes, etc. for the previous year.
- b. A Standing Committee may commission subcommittees/working parties to address specific issues to discharge the Society's charitable objects, as it deems appropriate.
- c. Operational overlaps between Standing Committees may be formalised by appointing an individual to serve on each of the relevant Standing Committees, including as a co-opted member e.g., dual membership of the Meetings and Scientific Research Committees to ensure that the Society's scientific meetings generate high quality material for the Society's Journals.
- d. One member of each Standing Committee shall act as recorder for meetings. Each Standing Committee is responsible for maintaining the records of their meetings.
- e. Reports from the Editors-in-Chief of the Society's Journals shall be presented at the November meeting of Council and at the Annual General Meeting of the Society. An Editor-in-Chief of each journal will be invited to participate at the Annual General Meeting.
- f. Council shall have the power to request the resignation of any Officers who fail either to attend two successive meetings without good reason, or to nominate a Deputy to attend in their stead. Officers/trustees will normally be expected to submit their apologies in advance of a scheduled meeting.



- g. Members of Standing Committees/subcommittees/working parties shall be expected to reply to requests for information or comment as promptly as is consistent with their academic workload, usually within two working weeks (three weeks if they are on annual leave). Failure to reply within this time will be taken as agreement with the contents of the request.
- h. From time to time, Council may invite stakeholders, including representatives from the NHS or University employers, the Medical Royal Colleges and professions allied to medicine, research funders, etc. to review and report on the progress of the Society.

## Expenses

### 12. **Expenses for Members of Council and its Committees**

Members of the Council and its Committees may be reimbursed for the expenses that they incur whilst on Society business. Such expenses shall be wholly, necessarily and exclusively incurred in the performance of their Society duties and shall normally be paid at a rate not higher than the standard class rail fare.

## Quorum for Council Meetings

### 13. **Quorum**

The quorum at any Council Meeting shall be nine Councillors in person or by proxy. If a quorum is not present within half an hour after the appointed starting time, the meeting shall be adjourned at the discretion of the Chair to another day, time and place.



## Trustees' Leave of Absence

14. If serving Trustees wish to seek leave of absence for health, parental or caring duties, permission must be sought from the Council, which will not be unreasonably withheld. It is necessary for applicants to identify clearly the choice from the following alternatives:
- a. Applicants may remain as trustees, being given leave of absence from attending meetings. However, as they remain trustees, they remain liable for all the decisions that the trustees take, even though not a party to the decision making, because trustees are jointly and severally liable for all the Council's decisions. However, applicants could participate in meetings by electronic means and thus participate in the decision making.
  - b. Applicants could be given leave of absence and so cease to be trustees, and cease to be directors of the Anatomical Society Company and Company of Anatomists for the same period, thus creating a casual vacancy for each appointment until an agreed date, when they could resume the trusteeship and company directorships for the remainder of the original period of service. Thus, a casual vacancy would arise, which could be left vacant, or filled as a casual vacancy, until the retiree returns to finish the remaining period of service.
  - c. Applicants could retire as trustees and thus shed further trustee liability, and also cease to be directors of the Anatomical Society Company and Company of Anatomists. The vacancy could then remain unfilled until the end of the retiree's period of service, or treated as a casual vacancy to be filled until the end of the original term of office.



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## Anatomical Society

### Schedules to the Regulations

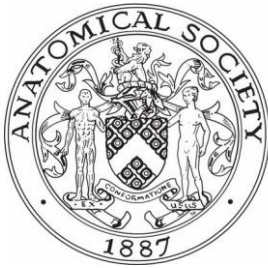
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#### Schedule 1: The Constitution and Terms of Reference of each Standing Committee

The Constitution and Terms of Reference of each of the Standing Committees shall be as follows:

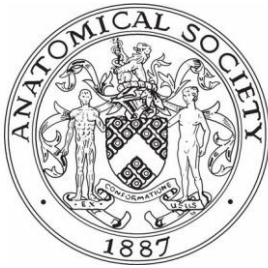
##### **Education Committee**

- a. The Education Committee shall consist of the Education Officer, Deputy and not more than six other members.
- b. The Chair of the Education Committee shall be the Education Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that provided for Honorary Officers in the Articles.
- c. The Education Committee, on behalf of the Council and the Society, shall undertake the planning of the Society's educational activities; advise and make recommendations to the Council on policy and activities relating to undergraduate and postgraduate education; organise educational sessions at scientific meetings and disseminate brief descriptions of these sessions via the newsletter; develop and strengthen links with educational groups internationally; increase pedagogical awareness through qualitative and quantitative research; develop educational materials for the public, including outreach activities.
- d. Anatomical Society representatives on international educational bodies (e.g. Trans-European Pedagogic Anatomy Research Group; Federative International Program for Anatomy Education) should normally be drawn from the Education Committee.
- e. The tenure of membership of the Education Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- f. New members of the Education Committee are ratified at the Annual General Meeting of the Society.



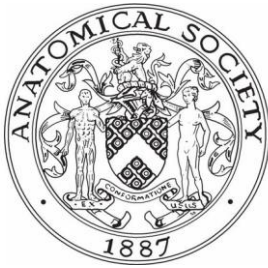
### **Equality, Diversity and Inclusion (EDI) Committee**

- a. The EDI Committee shall consist of the EDI Officer of the Society, Deputy, and up to four other members.
- b. The Chair of the EDI Committee shall be the EDI Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c. The EDI Committee shall, on behalf of the Council and the Society, be responsible for advising Council on all EDI matters relating to the Society and its membership.
- d. Anatomical Society representatives on national or international EDI related bodies (e.g. Royal Society of Biology Diversity and Inclusion Working Group, Federative International Committee for Equality and Diversity in Anatomy) should normally be drawn from the EDI.
- e. The tenure of membership of the EDI Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- f. New members of the EDI Committee are ratified at the Annual General Meeting of the Society.



### **Finance Committee**

- a. The Finance Committee shall consist of the Honorary Treasurer, Deputy Treasurer, President, Company Secretary of the Company of Anatomists and not more than four other members.
- b. The Chair of the Finance Committee shall be the Honorary Treasurer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that provided for Honorary Officers in the Articles.
- c. The Finance Committee shall:
  - i. provide direction for financial responsibility on behalf of the Council and the Society
  - ii. regularly review and report on the Society's revenues and expenditures, balance sheet, budget, investments and other matters related to its continued solvency
  - iii. develop an investment strategy
  - iv. visit the investment manager at least once per year
  - v. ensure the preparation of an annual audit
  - vi. develop and review financial policies and procedures, including those involving investments and remuneration of staff
  - vii. ensure that organisational funds are spent appropriately (i.e. restricted funds)
  - viii. recommend an external auditor
- d. The tenure of membership of the Finance Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- e. New members of the Finance Committee are ratified at the next Annual General Meeting of the Society.



### **Journals Committee**

- a. The Journals Committee shall consist of the President of the Society, Deputy, the Honorary Treasurer, and up to four other members, normally including the Research Officer and Education Officer.
- b. The Chair of the Journals Committee shall be the President, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election.
- c. The Journals Committee shall, on behalf of the Council and the Society, be responsible for advising Council on all matters relating to Journal contracts. This includes scrutinising the contracts of all Editors-in-Chief and Managing Editors, as well as the *Journal of Anatomy* and *Aging Cell* publishing contracts.
- d. The Journals Committee shall also, on behalf of the Council and the Society, be responsible for advising Council on the nomination of the Editors-in-Chief of the *Journal of Anatomy* and *Aging Cell*; monitoring the submission and acceptance of papers by Society PhD students; liaising with the publisher in terms of marketing, finance and business; liaising with the Editors-in-Chief on developments in publishing.
- e. The tenure of membership of the Journals Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- f. New members of the Journals Committee are ratified at the Annual General Meeting of the Society.

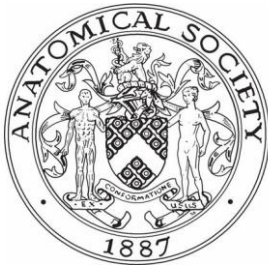


### **Meetings Committee**

- a. The Meetings Committee shall consist of the Meetings Officer of the Society, Deputy and not more than four other members.
- b. The Chair of the Meetings Committee shall be the Meetings Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c. The Meetings Committee shall, on behalf of the Council and the Society, be responsible for providing advice and assistance on issues relating to Scientific Meetings, including the location, format, timing and general organisation in conjunction with local organisers; identifying suitable topics for Symposia and Review Lectures at Meetings, in conjunction with the Research Advisory Committee and the Editors-in-Chief of the Society's Journals; providing advice to the Meetings Officer concerning the acceptability of abstracts submitted for communication at Scientific Meetings; making recommendations to the Council relating to the publication of abstracts, Symposia and Review Lectures.
- d. The tenure of membership of the Meetings Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- e. New members of the Meetings Committee are ratified at the Annual General Meeting of the Society.

### **Membership Committee**

- a. The Membership Committee shall consist of the Membership Officer of the Society, Deputy and not more than four other members.
- b. The Chair of the Membership Committee shall be the Membership Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c. The Membership Committee shall, on behalf of the Council and the Society, be responsible for advising the Council on the Society's strategic membership objectives to ensure recruitment and retention of members throughout their academic careers and into retirement; overseeing the procedure for the promotion of early career members to full members; cultivating financial legacies and bequests.
- d. The tenure of membership of the Membership Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- e. New members of the Membership Committee are ratified at the Annual General Meeting of the Society.



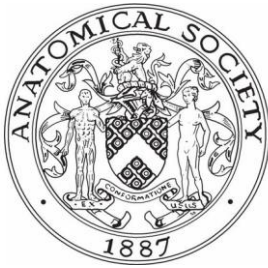
### **Research Advisory Committee**

- a. The Research Advisory Committee shall consist of the Research Officer of the Society, Deputy and not more than four other members.
- b. The Chair of the Research Advisory Committee shall be the Research Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c. The Research Advisory Committee shall, on behalf of the Council and the Society, be responsible for advising the Council on research matters; awarding grants to support the careers of Society members; defining the criteria for awarding PhD studentships, anatomy research development awards and undergraduate summer vacation research scholarships; arranging the second year PhD student visits.
- d. The tenure of membership of the Research Advisory Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- e. New members of the Research Advisory Committee are ratified at the Annual General Meeting of the Society.



### **Website, Media and Communications Committee**

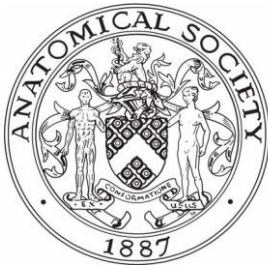
- a. The Website, Media and Communications Committee shall consist of the Website, Media and Communications Officer, Deputy, Editor of the Newsletter and not more than four other members.
- b. The Chair of the Website, Media and Communications Committee shall be the Website, Media and Communications Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c. The Website, Media and Communications Committee shall, on behalf of the Council and the Society, be responsible for planning the overall presentation, style and content of the website, newsletter and Anatomical Society social media platforms; providing a useful, tailored and accessible information resource for the public about anatomical topics.
- d. The Website, Media and Communications Committee shall, on behalf of the Council and the Society, be responsible, together with the appropriate Society Officer and the Managed Service Provider, for providing timely information for members and non-members about the Society's activities and achievements in anatomical education and research; promulgating the tangible benefits and added value of being a member of the Society through member-specific website content.
- e. The tenure of membership of the Website, Media and Communications Committee shall be one year, renewable annually before the AGM by invitation from the Chair. Membership shall typically not exceed five years.
- f. New members of the Website, Media and Communications Committee are ratified at the Annual General Meeting of the Society.



## SCHEDULE 2: Special Prizes, Awards, Funds and Grants and Associated Committees

### Prizes and Awards Committee

1. A Prizes and Awards Committee, comprising the Honorary Secretary (Chair), the President and the Honorary Treasurer shall administer all the Society's prizes. It may co-opt further members as appropriate. It shall make recommendations to Council.
2. This committee will also act as the following two groups to administer the Symington Bequest Fund and the Barclay-Smith Travelling Fund:
  - a. Symington Bequest Committee
    - i. The Symington Bequest Committee shall consist of the President, Honorary Secretary and Honorary Treasurer.
    - ii. The Committee shall be responsible for the disposal of the income accruing from the Johnson Symington Memorial Bequest.
    - iii. The Committee shall, within the limitations imposed by the Johnson Symington Memorial Bequest, determine the conditions, the purpose and the amount of awards made from the Fund and shall be responsible for the selection of recipients of such grants.
  - b. Barclay-Smith Travelling Fund Trust
    - i. The trustees of the Barclay-Smith Travelling Fund shall be the President, the Honorary Secretary and the Honorary Treasurer of the Society.
    - ii. The trustees, in their discretion and within the limitations imposed by the Barclay-Smith Trust, shall make awards from the Fund to those whom they select, and in such sums and under such conditions as they shall decide.



## Prizes

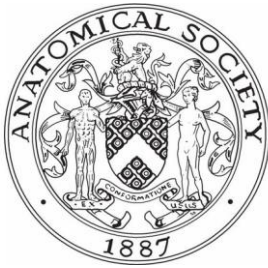
The following prizes shall be awarded by the Anatomical Society.

### 1. Anatomical Society Prize

- a. The Anatomical Society Prize shall be awarded biennially on the recommendation of the Council to a distinguished morphological scientist for major contributions to the anatomical sciences.
- b. The award shall consist of a medal and Honorary Fellowship of the Society.
- c. The recipient will be required to deliver a lecture to the Society and to write a review in the *Journal of Anatomy* or *Aging Cell*, independent of symposia themes.
- d. Prize winners' travel and accommodation costs to deliver their lecture to a meeting of the Anatomical Society will be met by the Society.
- e. The Prize Committee shall comprise the Honorary Secretary (Chair), the President and the Honorary Treasurer. The committee may appoint specialised referees who may come from outside the membership of the Anatomical Society.

### 2. Symington Memorial Prize in Anatomy

- a. A prize, known as the Symington Memorial Prize in Anatomy, was founded in 1920 by the Symington Memorial Committee of Queen's University Belfast, in commemoration of Professor Johnson Symington MD, FRS, who occupied the Chair of Anatomy in that University from 1893 to 1917.
- b. The award, which consists of a monetary prize, is made at approximately two-yearly intervals. The period between the award and the value may vary according to the income from the fund and other factors.
- c. The prize shall be awarded for contributions to the advancement of anatomy, including education in anatomy, by a member of the Anatomical Society not of professorial standing.
- d. The prize is awarded by the Academic Council of Queen's University on the recommendation of the Council of the Anatomical Society, which will seek the advice of its Education Committee.



### **3. Dr Sophie Miller Memorial Prize and Lecture**

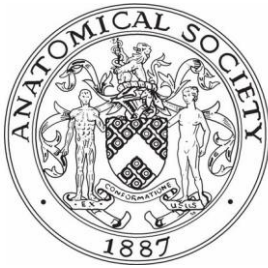
- a. Dr Sophie Miller, who passed away in 2016, was an Anatomical Society funded PhD student from 2011-14 at the University of Cambridge. In her memory, her family have generously provided support for young and aspiring anatomical researchers in the Society.
- b. The Dr Sophie Miller Memorial Prize is an annual opportunity for early career members to present their own promising unpublished or early published anatomical research at the Summer Meeting of the Society.
- c. The award consists of a monetary prize and travel expenses for the researcher to attend the meeting.
- d. Applications are judged by the Prizes and Awards Committee with input from the early career Council member.

### **4. Anatomical Society Young Investigator Oral Presentation Prize**

- a. The prize will be awarded for the best oral presentation at the Winter Meeting of the Society.
- b. Young Investigators wishing to enter for the prize must make their intentions known not later than the time of submitting the abstract, which will also be considered in the final assessment of their work.
- c. The work presented shall have been carried out while the first author was an undergraduate or postgraduate student and must be presented within one year of the award of a Doctorate.
- d. Membership of the Society is not a prerequisite for the award.
- e. At least three appropriate assessors shall be appointed by the Meetings Officer. These shall attend the presentation and make recommendations for the award.

### **5. Cave Young Investigator Poster Prize**

- a. The prize will be awarded for the best poster presentation at the Summer Meeting of the Society.
- b. Young Investigators wishing to enter for the prize must make their intentions known not later than the time of submitting the abstract, which will also be considered in the final assessment of their work.
- c. Joint authorship is permitted, but only the first author will be eligible to compete for the prize. Where relevant, the supervisor should confirm that the contribution is of an appropriate level.
- d. The work presented shall have been carried out while the first author was an undergraduate or postgraduate student and must be presented within one year of the award of a Doctorate.
- e. Membership of the Society is not a prerequisite for the award.
- f. At least three appropriate assessors shall be appointed by the Meetings Officer. These shall view the posters and discuss them with the first authors before making recommendations for the award.



## **6. Anatomical Society New Fellow of the Year**

- a. The Anatomical Society New Fellow of the Year will be awarded once per year to the New Fellow of the Anatomical Society who has demonstrated the most significant accomplishments relative to that person's career stage.
- b. The New Fellow of the Year will be selected from those elected to Fellowship during the previous academic year.
- c. The award will be presented at the Winter Meeting of the Society.
- d. The Prizes and Awards Committee will recommend the winner for ratification by Council.

## **7. *Journal of Anatomy* and *Aging Cell* Best Paper Prizes**

- a. These prizes are awarded for the paper judged to be the most outstanding published in a particular year in each of the *Journal of Anatomy* and *Aging Cell*.
- b. The authors of the best paper prizes need not be members of the Society.
- c. The winning papers are presented (ideally by the lead authors) at the Winter Meeting of the Society.
- d. A monetary prize and travel expenses for the presenting author are awarded, plus a free one-year electronic subscription to either the *Journal of Anatomy* or *Aging Cell* for all authors.
- e. Two runner-up best paper prizes are also awarded, with a prize of a one-year electronic free subscription to either the *Journal of Anatomy* or *Aging Cell* to each author.
- f. The Editors-in-Chief manage the selection process, and a recommendation is made to the Society's Prizes and Awards Committee and Council for approval.

## **8. Education Innovation Award**

- a. This prize is awarded to recognise and reward innovation and excellence in anatomy education.
- b. Applicants do not need to be members of the Society.
- c. The winner will present their project at the Summer Meeting of the Society and provide a short report for distribution through Anastomosis, social media and the website.
- d. The award consists of a monetary prize, travel expenses to the conference for the winner and one year's free membership of the Society.
- e. The award will be made by Council on advice from the Education Committee.



## 9. Best image prizes

- a. Two prizes per year are awarded in two separate categories: scientific image and artwork image.
- b. Each image must be accompanied by a title and a short narrative to explain the image.
- c. Applicants must have been members of the Society for at least one year and a gap of one year must have elapsed between awards, with the artwork and scientific categories being considered separate for this purpose.
- d. The Website, Media and Communication Committee judge the entries, and the prize is awarded by Council.

## Grants

The following grants can be awarded by the Anatomical Society

## 10. Society's Graduate Research Studentships

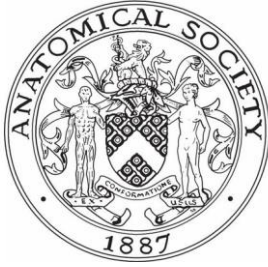
- a. The Society awards up to four PhD studentships per year.
- b. These provide basic maintenance and fees for postgraduate students working for a higher degree in the anatomical sciences at British or Irish institutes of higher education. Studentships are awarded to project supervisors.
- c. Applicants must be members of the Society who have been elected to membership by Council for at least one year at the PhD studentship application deadline date and whose annual subscriptions are fully paid. In the case of joint applications, at least one applicant must be a member. Co-Supervisors do not have to be members of the Society at the time of application, but they are expected to become members of the Society and are encouraged to join.
- d. If potential applicants (Lead Supervisor or Co-Supervisor) have previously held an Anatomical Society studentship, they cannot apply again until their previous student has been awarded a PhD by the appropriate Board of Studies (graduand status) and a subsequent period of one calendar year has elapsed.
- e. A Lead Supervisor or Co-Supervisor cannot hold concurrent AS Research Studentships and Undergraduate Summer Vacation Research Scholarships.
- f. Applicants who have previously been awarded a studentship are not eligible to re-apply unless that student has submitted at least one original high quality research article to the *Journal of Anatomy* or *Aging Cell*.
- g. Students appointed by supervisors to studentships shall normally be British, Irish or European citizens who have spent at least three years at a British or Irish institute of higher education. A non-EU student who has been granted 'Indefinite Leave to Remain in the UK' (in effect a home student according to the UK Medical Research Council) is entitled to be considered for an Anatomical Society Studentship. European citizens include citizens of the European Economic Area and Switzerland.



- h. Students appointed to Anatomical Society Research Studentships must have obtained their degrees in a subject closely allied to the anatomical sciences with a first class or upper second class honours or equivalent. For these purposes, the anatomical sciences include anthropology, biological sciences, biomechanics, biomedical sciences, cell biology, dentistry, embryology, gross anatomy, histology, medicine, pathological anatomy, or veterinary sciences.
- i. Applications are evaluated by Council, who grant the scholarships.

### **11. Anatomy Research Development Award**

- a. The Society awards two Anatomy Research Development Awards per year.
- b. These awards support researchers in the early stages of their academic careers to help them develop additional skills, knowledge or new collaborations, as well as undertake pilot studies in the anatomical sciences.
- c. Awards are for a fixed, budgeted sum that must be administered by the host institution. No supplementary funds will be granted by the Society.
- d. Projects normally last approximately one year. The research activity funded by the award must start within six months and finish within two years of the award date. Recipients are required to acknowledge the source of funding, submit regular reports and actively participate in Society outreach and engagement activities.
- e. Applicants must have been members of the Society for at least one year at the application deadline date whose annual subscriptions have been paid.
- f. Applicants who currently hold an Anatomical Society graduate research studentship are ineligible. In addition, applicants would normally be expected to hold a lectureship or independent research fellowship, be within 12 years of being awarded a PhD (exclusive of career breaks) by the application deadline date and have guaranteed employment for the duration of the proposed research activity.
- g. Research projects are evaluated by members of the Research Advisory Committee and awarded by Council.



## **12. Undergraduate Summer Vacation Research Scholarships**

- a. The Society awards up to eight undergraduate summer vacation research scholarships per year.
- b. These scholarships are awarded to supervisors for undergraduate students to undertake research in the anatomical sciences, including education, for a 4-10 week period during their summer vacation.
- c. Applicants must have been members of the Society for at least one year and a gap of one year must have elapsed between awards.
- d. The award includes a bursary, consisting of a stipend and bench fee.
- e. Applications are evaluated by Council, who award the scholarships.

## **13. Symington Bequest**

- a. The Johnson Symington Memorial Bequest Fund was set up by Miss Nina Symington, daughter of the late Professor Johnson Symington, MD, FRCS, FRS (President of the Society 1903–1906), who generously bequeathed the residue of her estate to the Society for the purpose of encouraging anatomical research.
- b. The award is paid to members of the Society towards expenses involved in the execution of approved anatomical research or in aid of some other special object, which would, in the opinion of the Committee, benefit anatomical research.
- c. Applicants must have been members of the Society for at least one year and a gap of one year must have elapsed between awards.
- d. The Symington Bequest Committee evaluates applications and awards grants from the income from the Bequest.

## **14. Barclay-Smith Travelling Fund**

- a. This fund was established by the generosity of Professor E. Barclay-Smith, MA, MD (former Secretary and Treasurer of the Society) in order to encourage “young members” of the Society “living at a distance from the Metropolis to attend and make communications to the London meetings”.
- b. The scope of the fund has been widened to cover travel to any meeting of the Society.
- c. Applicants do not need to hold a PhD to qualify, but, if they do, this must have been awarded within the previous twelve years, exclusive of career breaks. Additionally, applicants must be lecturer status or below.
- d. Applications may be accompanied by a letter of recommendation from a senior academic in the institution to which the applicant is affiliated.
- e. Applicants must have been members of the Society for at least one year and a gap of one year must have elapsed between awards.
- f. The trustees of the Barclay-Smith Travelling Fund evaluate applications and award the grants.



### **15. Anatomy Training Programme Bursaries**

- a. The Society provides financial bursaries for trainees on the Anatomy Training Programme.
- b. Applicants must have successfully registered for the programme and paid the registration fee.
- c. Applicants must have been members of the Society for at least one year.
- d. The bursary is paid out after successful completion of the residential summer school.
- e. The bursary is awarded by Council on the advice of the Anatomy Training Programme team.

### **16. Society seminars and symposia**

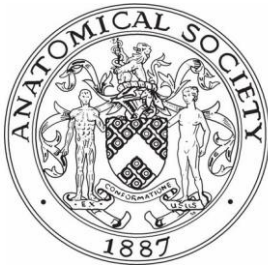
- a. The Society may provide financial help to departments or schools of the anatomical sciences or related areas in the UK or Ireland to organise seminars and/or mini-symposia, up to a maximum of six per year.
- b. Each bid, which must clearly state the proposed use of the award, must be supported by the signature of at least one member of the Anatomical Society.
- c. Only one application per year per department/school will be considered and a gap of one year must have elapsed between awards.
- d. The Anatomical Society must be prominently acknowledged in all publicity relating to the seminars.
- e. Applications are evaluated by the Prizes and Awards Committee and Council awards the grant.

### **17. Support for student societies**

- a. The Society provides funding for student societies that are recognised within their institution to carry out activities such as organising an invited speaker or holding a seminar.
- b. Applicants do not need to be members, but applications must be supported by at least one person who has been a member of the Society for one year.
- c. Only one application per year per society will be considered and a gap of one year must have elapsed between awards.
- d. Applications are evaluated by the Education Committee and Council awards the grant.

### **18. Public Engagement and Outreach**

- a. The Society provides support for individuals to conduct public engagement and outreach activities.
- b. Applicants must have been members of the Society for at least one year and a gap of one year must have elapsed between awards.
- c. Applications are evaluated by the public engagement and outreach representative on the Education Committee and the Education Officer and Council awards the grant.



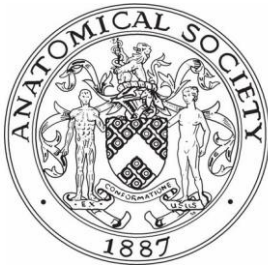
## SCHEDULE 3: Duties of Honorary Officers and other roles

### 1. President

- a. To provide leadership to the Anatomical Society by fostering the charitable objects of the Society.
- b. To set the strategy and vision of the Society to enhance the Society's national and international reputation. This includes leadership of the in person annual strategy day.
- c. To set out a strategic action plan at the start of the Presidency.
- d. To work closely with the Officers of the Society in the management of the Society's business.
- e. To Chair the Council meetings of the Society.
- f. To support Council and the Standing Committees in their activities, as long as these are in keeping with the objects of the Society.
- g. To Chair the Annual General Meeting of the Society.
- h. To represent the Society generally in the public domain where appropriate; to encourage co-operation between Anatomical and related Societies or Associations on the national and international stage and to encourage and foster relations and interactions with those professions for which Anatomy is a central discipline.
- i. To ensure that the Anatomical Society remains pre-eminent in representing the discipline in the UK, Republic of Ireland and beyond, wherever appropriate.
- j. To represent the Society at meetings arranged to consider policies relating to scientific and anatomical issues (e.g., Royal Society of Biology).
- k. Through the Honorary Treasurer, to ensure that the Society is financially in good standing and can manage its financial affairs.
- l. To be an authorised signatory for payments for the Society and for the Company of Anatomists.
- m. To serve as the Chair of the Journals Committee and a member of the Prizes and Awards Committee and the Finance Committee.
- n. To provide a vote of thanks to organisers of the Society's meetings and to contributors to the meetings (normally at the conference dinner).
- o. To keep the Society President's medallion secure.
- p. To oversee the appointment of the President-Elect (see Schedule 5).

### 2. Honorary Secretary and Deputy Secretary

- a. To work closely with the President and Honorary Treasurer in the management of the Society's business.
- b. To line supervise and appraise the staff employed by the Society.
- c. To serve as the Company Secretary of the Anatomical Society charitable company.



### Committee Meetings

- a. To set the dates for Council meetings and the AGM one year in advance in consultation with the President and Council and to arrange venues where necessary.
- b. To oversee the preparation and circulation of the Agenda for Council meetings and the AGM (and any EGMs).
- c. To request, through the office, reports (normally for July and November Council) from the Editors-in-Chief of the *Journal of Anatomy* and *Aging Cell* two weeks in advance of Council Meetings and the AGM.
- d. To prepare, through the office, a Secretary's report, including relevant business items, for Council meetings and the AGM.
- e. To ensure that the Minutes of Council meetings and the AGM (and any EGMs) are written.
- f. To circulate, through the office, draft Minutes to Council members within one month of meetings.
- g. To circulate action lists within one month of Council meetings.

### Elections

- a. To oversee the Society's elections.
- b. To request, through the office, nominations for Honorary Officers/Council members from the Council and membership prior to the AGM.
- c. To oversee the distribution and receipt of ballot forms and the counting of votes.
- d. To receive names of the members of the Standing Committees of the Society and present them to the AGM.

### Prizes and Awards

- a. To serve as Chair of the Prizes and Awards Committee.
- b. To oversee, through the office, the award of the Society's Awards and Prizes and communicate the decisions to the applicants and awardees.
- c. To monitor, through the office, the progress of ongoing awards e.g., studentships, fellowships and Anatomy Research Development Awards.

### Society's Minutes and Register of Trustees

- a. Through the office, to ensure that the Society's Minutes and Register of Trustees is kept up to date and given to the Auditors for the annual audit.

### Risk and Declarations of Interest Registers

- a. To ensure, through the office, that the Society's Council members statutory requirements of declarations are kept up to date.



### PhD studentships

- a. To ensure that members are informed of details and application deadlines of the Anatomical Society studentships.
- b. Through the office, to send out application forms for studentships and answer queries.
- c. To send out all studentship applications to the members of Council and the Research Advisory Committee (or others, as appropriate) for refereeing, and to collate their scores to determine the most highly ranked.
- d. To present the results of studentship applications to Council.
- e. To write to all successful and unsuccessful studentship applicants with the decisions of Council.
- f. To send out yearly conditions, status and progress of past and present studentships to current supervisors, including presenting to Council.
- g. To ensure that supervisors return annual reports on progress of students.
- h. To ensure students present papers at Society meetings and submit a paper for publication to the *Journal of Anatomy* or *Aging Cell*.

### Symposia and Seminar Programmes

- a. To operate and coordinate the Society's Departmental Seminar awards (and ensure that appropriate offers are made).
- b. To publicise details and application deadlines of the Departmental Seminar awards.
- c. To ensure that criteria are met and a commitment to submit a report is made.

### Prizes Matrix

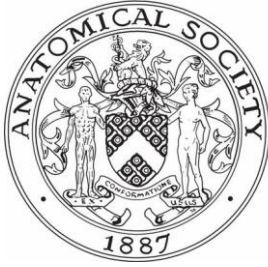
- a. To review and update the prize matrix regularly.

### Lists

- a. To maintain a list of members of the Council and Standing Committees.
- b. To record details of Council attendance.
- c. To maintain a list of contact details for all Council members.

### Studentships

- a. To maintain and ensure efficient operation of the protocol detailing the checklist of procedures for studentships at all stages.
- b. To consult the Deputy Treasurer to ensure that optimal information is always available and to submit this information to the Honorary Treasurer.
- c. To deal with any issues arising in relation to studentships.
- d. To report on the end of studentships.
- e. To inform Council of the continuing careers of past studentship holders.



### 3. Honorary Treasurer

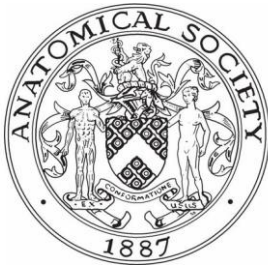
- a. To work closely with the President and Honorary Secretary in the management of the Society's business.
- b. To line supervise and appraise the staff employed by the Society.
- c. To deal with all the financial matters of the Society and of the Company of Anatomists.
- d. To liaise with the financial advisers of the Society/Company to determine policy for the investment of funds in an appropriate and advised fashion.

#### Accounts

- a. To prepare the annual accounts (Society and Company) for audit.
- b. To prepare the annual tax return.
- c. To take charge of payments from the Society Accounts (General Account, Symington Bequest Account, Meetings Account).
- d. To take charge of payments from the Company of Anatomists Account
- e. To arrange for any amounts exceeding £5,000 to be countersigned by another designated signature for all accounts.
- f. To keep copies of the monthly statements from Coutts of all the accounts listed above.
- g. To take charge of the paying-in books for both the Society and Company accounts.
- h. To pay remuneration to any staff either employed or contracted by the Society to undertake work on its behalf.
- i. To represent the Society at Wiley management meetings for the *Journal of Anatomy* and *Aging Cell*.
- j. To submit quarterly VAT returns on behalf of the Company of Anatomists (31/01; 30/04; 31/07; 31/10) and keep a detailed record of the workings.
- k. In July each year, to complete and submit the annual return for the Charity Commissioners and send a copy of the return to the Society's accountants.

#### Audit

- a. Prior to the annual audit, to arrange for the Society's banker and Journal Publishing Partner to send the following documents to the accountants in preparation for the annual audit:
  - i. statement of interest payments
  - ii. photocopy of the *Journal of Anatomy* Managing Editor's petty cash book
  - iii. photocopy of all VAT returns and VAT workings for the auditing year (ending 30 Sep)
  - iv. documents relating to bank charges for the year
  - v. bank transfer advices relating to monies received from publishers in relation to the Society's journals, and a copy of the certificates of tax deducted



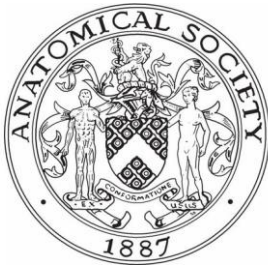
- b. On the instructions of the auditors, to transfer the sum suggested by the auditors from the Company of Anatomists account to the General Account of the Society as Gift Aid. This is the profit accrued by the Company from its journal activities.
- c. To transfer an agreed sum from the General Account of the Society to the Meetings Account prior to or after each meeting.
- d. In September/October, to send the following documents to the accountants in preparation for the annual audit of the Society:
  - i. bank statement of interest payments
  - ii. photocopy of Society Minutes for Council (obtained from the Honorary Secretary)
  - iii. investment reports received during the year
- e. To deal with the written queries from the accountants relating to Society and Company business a few weeks before the final production of the accounts.
- f. To present the annual accounts to the Council at its November meeting and to the AGM of the Society (normally at the Society's Winter Meeting).

#### PhD studentships

- a. To make all annual payments for studentships and fellowships. In relation to the former, to review standard yearly letters about studentship claims (written under the auspices of the Honorary Secretary) at the beginning of October to the finance departments of the relevant universities.
- b. To advise Council at its November meeting on the number of new studentships which could be funded, should a suitable number of high quality applications be received.

#### Other

- a. To ensure provision to the Council of an annual budget and financial forecast.
- b. To serve as a member of the Prizes and Awards Committee and the Journal Committee.
- c. To arrange for the Finance Committee to visit the investment managers annually.
- d. To receive nominations for the Auditors and present them to the AGM for approval.



#### **4. Deputy Treasurer**

##### **Society Accounts**

- a. To perform a detailed monthly update of all account records (both outgoing and incoming payments). As much information as possible is included on the description of the payment/income to ensure that any enquiries can be dealt with quickly.
- b. To keep and file all bank statements. Bank statements are checked against account records for accuracy. All payments are checked against both account records and the payment details received from the Honorary Treasurer. Any hard copies of paperwork associated with each account are filed accordingly.
- c. To record investment interest notifications where applicable and update all Society account records accordingly.
- d. To track all credit card and online payments, including the filing of all receipts, checking against account records.
- e. To maintain files relating to the Charity Commission, Companies House and Courtts correspondence.
- f. To help the Honorary Treasurer prepare the end of year accounts, in particular documentation and online access for the accountants:
  - i. a copy of balanced account records (balanced against bank statements) for each account
  - ii. all bank statements, payments, paying-in slips plus completed accounts records for each account
  - iii. a copy of the investment interest notifications, along with a spreadsheet relating to the investment account and transfer of monies
- g. To take notes and prepare Minutes of the meetings of the Finance Committee in consultation with the Honorary Treasurer.

##### **Company of Anatomists Accounts**

- a. To perform a detailed monthly update of Company account records (both outgoing and incoming payments). As much information as possible is included in the description of the payment/income to ensure that any enquiries can be dealt with quickly.
- b. To keep and file all bank statements. Bank statements are checked against account records for accuracy. All payments are checked against both account records and the payment details received from the Honorary Treasurer. Any hard copies of paperwork associated with each account are filed accordingly.
- c. To record investment interest notifications where applicable and update all Company account records accordingly.
- d. To keep files relating to bank and publisher's correspondence.



- e. To help the Honorary Treasurer prepare the end of year accounts, in particular to prepare documentation and online access for the accountants:
  - i. a copy of balanced account records (balanced against bank statements) for each account
  - ii. bank statements, payments, paying-in slips plus completed accounts records

#### Risk Register

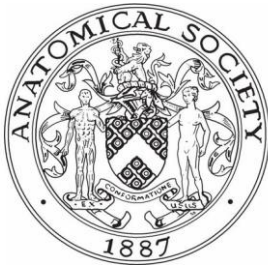
- a. To maintain the Society risk register and review annually.

### **5. Education Officer**

- a. To chair the meetings of the Education Committee.
- b. To take overall responsibility, in consultation with the members of the Education Committee, for planning the educational activities of the Society.
- c. In consultation with the members of the Education Committee, to advise the Society and make recommendations on policy and activities relating to undergraduate and postgraduate education.
- d. To organise the education-oriented workshops and speakers at Society meetings.
- e. To arrange for the publication of resulting articles in the newsletter.
- f. To take responsibility for organising longer educational symposia from time to time, in consultation with the Meetings Officer.
- g. To be responsible for the content of the Society's educational webpages.
- h. To undertake the management of specific projects relating to the educational activities of the Society, as requested by the Education Committee or Council.

### **6. Equality, Diversity and Inclusion (EDI) Officer**

- a. To chair the meetings of the Equality, Diversity and Inclusion (EDI) Committee.
- b. To advise Council on all EDI matters related to the Society and its membership.
- c. To implement and promote Council agreed EDI strategic plans and priorities across the Society.
- d. To monitor and report on progress toward EDI goals, ensuring transparency and accountability.
- e. To coordinate, in consultation with the members of the EDI Committee, the development and delivery of EDI training, resources and best practice guidance for members and committees.
- f. To review, in consultation with the members of the EDI Committee, Society policies, procedures and events to ensure that they support equitable participation and foster an inclusive culture.
- g. To liaise with external bodies and partner organisations to align the Society's EDI efforts with sector wide standards and initiatives.



## 7. Meetings Officer

- a. To chair the meetings of the Meetings Committee.
- b. To plan meeting venues and symposium topics (and their organisers). In general, this involves meetings including a symposium suggested by the hosting department or school, and a one-day symposium that is normally held at a venue easily accessible to a significant proportion of the membership.
- c. Departmental venues are identified according to local enthusiasm, with consideration given to geographic distribution (including non-UK/Ireland).
- d. Symposium topics shall be identified that are potentially acceptable for publication in the *Journal of Anatomy* and that span the range of members' scientific anatomical interests.
- e. To report to Council and obtain their agreement on the programme being planned, including regular updates on progress.
- f. To recommend policies in relation to scientific meetings to Council.
- g. To work with departmental hosts and/or symposium organisers to ensure meetings are planned in line with Society expectations. It is essential that the Meetings Officer (a) prepares a business plan that reflects budgetary expectations, (b) presents the plan to Council for approval, and (c) ensures that symposium speakers are fully aware of their obligation to provide a paper for a published symposium issue (or part issue) of the *Journal of Anatomy*.
- h. In the case of Joint Meetings with other societies, to work with their officers to establish a suitable pattern of organisation (e.g., whether symposia are to be published in the *Journal of Anatomy* or another society's journal, which society will receive abstracts, and which society will organise registration).
- i. To ensure that advertisements, online registration forms and online abstract submission forms are provided in advance of each meeting. This includes establishing deadlines for registration and submission of abstracts. Other forms of advertising may also be arranged, as appropriate.
- j. To ensure a mechanism is in place for meeting registration. For departmental venues, this is carried out by the host department; for non-departmental venues, it is arranged by the Meetings Officer.
- k. To receive submitted abstracts and arrange for these to be reviewed. If there is doubt about the acceptability of an abstract for inclusion in a Society meeting, other members of the Meetings Committee should review that abstract to ensure a fair decision.
- l. To plan the detailed programme in conjunction with symposium organisers, taking into account submitted oral communications. The meeting programme should be circulated to members well in advance of the meeting.
- m. To work with the local organisers to ensure that an abstract booklet is produced for the meeting and distributed to attendees.



- n. To arrange Officers to attend oral or poster sessions to ensure that the requirements of the Society are satisfied for abstracts to be published in the *Journal of Anatomy*. After the meeting, the approved abstracts (incorporating any necessary revisions) must be forwarded to the *Journal of Anatomy* for publication as Proceedings of the Society. All abstracts will also be published online and will remain on the Society's website until the following meeting. Abstracts will then be archived by the Society.

#### **8. Scientific Meeting Conveners**

- a. To organise the Society's scientific meeting, liaising frequently with the Meetings Officer.
- b. To participate as a member of Council during the six month period leading up to the meeting.

#### **9. Membership Officer**

- a. To chair the meetings of the Membership Committee.
- b. To receive proposals for membership, and to arrange for approval of these by Council.
- c. To determine the appropriate type of membership, advising Council when Senior Membership becomes appropriate (having received notification from the professional membership services supplier).
- d. To provide information to members and prospective members on request, or to direct them to the appropriate contact/website address.
- e. To follow up by appropriate means those who have fallen behind in the payment of their subscriptions (once the professional membership services supplier has failed to receive a response after two reminder letters) and to recommend action to Council.
- f. To develop strategies to support the existing membership and to widen the membership base.
- g. To advise Council on the Society's strategic membership objectives to ensure recruitment and retention of members throughout their academic careers and into retirement.
- h. To ensure that the election procedures encourage all members to consider standing as candidates.



#### **10. Website, Media and Communications Officer**

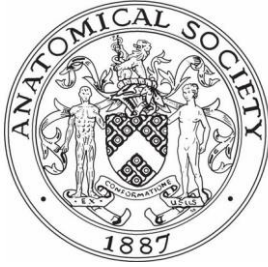
- a. To chair the meetings of the Website, Media and Communications Committee.
- b. To liaise with the Managed Service Providers on all matters relating to the website.
- c. To publish information as requested by the Council, including on the website, social media and in the Society's newsletter, Anastomosis.
- d. To oversee the publication of Anastomosis.

#### **11. Early Career Representative**

- a. To represent the interests of the early career members of the Society at Council.
- b. To assist in organising early career pre-conference workshops, in consultation with the Meetings Officer, Education Officer and the local conference organisers.
- c. To organise a social event for Early Career members at each of the Society's winter and summer meetings.
- d. To define the criteria for awarding the Dr Sophie Miller Memorial Prize and Lecture and to administer, with the Prizes and Awards Committee and office, the award.
- e. To liaise with Dr Sophie Miller's parents on their attendance at the Prize Lecture.
- f. To arrange for a representative of the Society to attend early career related events.

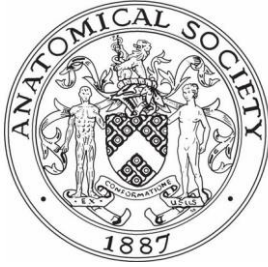
#### **12. Newsletter Editor**

- a. To produce the Society's newsletter, Anastomosis.
- b. To contact the website coordinators of each of the Society's Standing Committees for updates on Committee activities, information on Society Meetings, membership news, etc.
- c. To collect information on grants, prizes and studentships from the Honorary Secretary and Deputy Secretary.
- d. To contact supervisors of third year PhD students to invite reviews from the students.
- e. To contact members to elicit front cover images.
- f. To edit *ad hoc* submissions to Anastomosis.



**13. Company Secretary of the Company of Anatomists Ltd.**

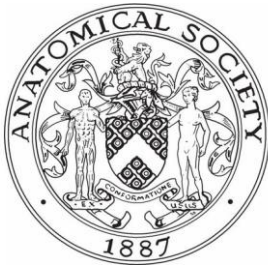
- a. To maintain the books, Seal, Articles of Association and Minutes of the Company.
- b. To attend the Council meeting in November (usually) and organise an AGM on the same day (agenda, etc.). At this meeting, ensure that the Minutes of the previous meeting of the Directors are signed and Auditors are appointed.
- c. To prepare Minutes of the AGM and attach audit figures.
- d. To attend at least one other meeting of the Council, organise a meeting of the Directors of the Company and ensure that the Minutes of the AGM are signed.
- e. To send the signed Meetings and AGM Minutes and Register of Directors to the Auditors for annual audit and to ensure that they are returned before the AGM.
- f. To notify Companies House of any change of Company Secretary, Directors or their details.
- g. To deal with any queries from Companies House and any other government agencies relating to the Company of Anatomists Ltd.



## SCHEDULE 4: Duties of Editors-In-Chief of Society Journals

### Journal of Anatomy

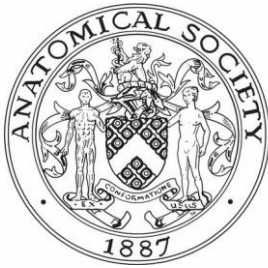
- a. To assume overall responsibility for maintaining and improving the scientific standard and international reputation of the *Journal of Anatomy* and to endeavour to maintain its high profile as the premier journal covering the anatomical sciences, as per agreed contractual arrangements.
- b. To ensure that copy of a high standard is attracted for the areas of anatomy covered by the *Journal of Anatomy*.
- c. To select suitable individuals (who may include Editors-in-Chief) to share editorial responsibility as Receiving Editors and members of the Editorial Advisory Boards, and to submit their names for approval to the Journal Committee on behalf of the Council.
- d. To seek opinions on submitted papers from the Editorial Advisory Board.
- e. To select (with the Society), liaise with and mentor the Early Career Researcher Editorial Board.
- f. To ensure that Receiving Editors undergo training in use of the publisher's electronic office system and to allocate suitable manuscripts to them for handling.
- g. To act as a Receiving Editor on papers, selecting referees, interacting with authors, and making decisions on the acceptability of each manuscript.
- h. To supervise guest editors of Society virtual and/or symposium issues of the *Journal of Anatomy*.
- i. To act as the final arbiters on all editorial decisions.
- j. To work with the Managing Editor(s) to ensure rapid handling of manuscripts from receipt to final decision and (if accepted) publication.
- k. To interact frequently with the Managing Editor(s) and the publisher's Production Editors, ensuring good communication at all levels to promote smooth, accurate and rapid transfer of copy from the editorial office to the publisher, adhering to publication deadlines.
- l. To design and proofread the covers of each issue.
- m. To interact with the publisher's Marketing Managers with responsibility for the *Journal of Anatomy*, assisting with promotional material and advising on its distribution.
- n. To interact with other members of the publisher's journal team, as appropriate.
- o. To monitor new developments in scientific publishing that may affect the *Journal of Anatomy*.
- p. To encourage and solicit reviews, including when attending conferences.
- q. To attend and present a report to the annual meeting of the Journal Management Committee.
- r. To send biannual reports to the Council.
- s. To present an oral report to the AGM.



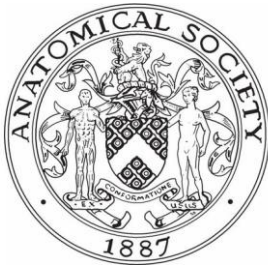
- t. To liaise with the Honorary Secretary or Deputy Secretary (via the Executive Administrator) to monitor submission of papers from holders of the Society's studentships.
- u. To liaise with other national and international bodies involved in related publishing as appropriate.
- v. To select the annual winner of the *Journal of Anatomy* Best Paper Prize and the Runner-Up Best Paper Prize.

## Aging Cell

- a. To assume overall responsibility for maintaining and improving the scientific standard and international reputation of *Aging Cell* to endeavour to maintain its high profile as a premier journal covering ageing, as per agreed contractual arrangements.
- b. To ensure that copy of a high standard is attracted for the areas of ageing covered by *Aging Cell*.
- c. To select suitable individuals to share editorial responsibility as Receiving Editors and members of the Editorial Advisory Boards, and to submit their names for approval to the Society's membership at the AGM.
- d. To seek opinions on submitted papers from the Editorial Advisory Board.
- e. To ensure that Receiving Editors undergo training in use of the publisher's electronic office system, to allocate suitable manuscripts to them for handling, and to appraise and endorse their decisions.
- f. To act as a Receiving Editor on papers that do not fall within the remit of one of the appointed Receiving Editors, selecting referees, interacting with authors, and making decisions on the acceptability of each manuscript.
- g. To act as the final arbiter on all editorial decisions.
- h. To interact on a frequent basis with the Managing Editor(s) to ensure rapid handling of manuscripts from receipt to final decision and (if accepted) publication.
- i. To interact with the publisher's Production Editors on a frequent basis, ensuring good communication at all levels to promote smooth, accurate and rapid transfer of copy from the editorial office to the publisher, to ensure that publication deadlines are adhered to.
- j. To design and proofread the front and back covers of each issue.
- k. To interact with the publisher's Marketing Managers with responsibility for *Aging Cell*, assisting with promotional material and advising on its distribution.
- l. To interact with other members of the publisher's science journal team, as appropriate.
- m. To monitor new developments in scientific publishing that may impinge on *Aging Cell*.
- n. To encourage and solicit reviews.



- o. To attend and present a report to the annual meeting of the Journal Management Committee.
- p. To send biannual reports to the Council.
- q. To present reports to meetings of the Council and the Society's AGM.
- r. To liaise with the Honorary Secretary or Deputy Secretary (via the Executive Administrator) to monitor submission of papers from holders of the Society's studentships.
- s. To liaise with other national and international bodies involved in related publishing as appropriate.
- t. To select the annual winner of the *Aging Cell* Best Paper Prize and the Runner-Up Best Paper Prize.



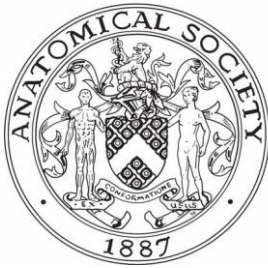
## SCHEDULE 5: Election of Members of Standing Committees, Deputy Chairs of Standing Committees, Honorary Officers, President-Elect and Company Secretary of Company of Anatomists

### 1. Election of Member of Standing Committees

The Standing Committees of the Society include the Education Committee, the Equality, Diversity and Inclusion Committee, the Finance Committee, the Meetings Committee, the Membership Committee, the Research Advisory Committee and the Website, Media and Communications Committee. Each of these Committees is chaired by an Honorary Officer, who serves on Council and is a Trustee of the Society. Each Standing Committee also has a Deputy and a variable number of members.

The members on each Standing Committee are selected through the procedure detailed in Appendix 1, which also contains the accompanying paperwork:

- a. Document A  
Procedure for selection of member of Standing Committee
- b. Document B  
Email invitation for expressions of interest in role as member of a Standing Committee
- c. Document C  
Expression of interest forms (examples)  
Scoring of applications (examples)

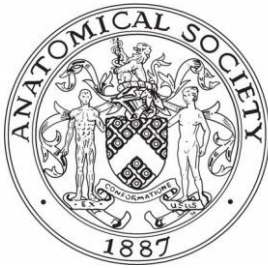


## **2. Election of Deputy of Standing Committees**

The Standing Committees of the Society include the Education Committee, the Equality, Diversity and Inclusion Committee, the Finance Committee, the Meetings Committee, the Membership Committee, the Research Advisory Committee and the Website, Media and Communications Committee. Each of these Committees is chaired by an Honorary Officer, who serves on Council and is a Trustee of the Society. Each Standing Committee also has a Deputy, who may attend Council in the absence of the Chair.

The Deputy of each Standing Committee is selected through the procedure detailed in Appendix 2, which also contains the accompanying paperwork.

- a. Document D  
Procedure for election of Deputy of Standing Committee
- b. Document E  
Email invitation for expressions of interest in role of Deputy of Standing Committee
- c. Document F  
Expression of interest form



### **3. Election of Honorary Officer**

The Honorary Officers of the Society include the President, Honorary Treasurer, Deputy Treasurer, Honorary Secretary, Deputy Secretary, Education Officer, Equality, Diversity and Inclusion Officer, Meetings Officer, Membership Officer, Research Officer and Website, Media and Communications Officer.

The Honorary Officers are nominated by Council and elected by members of the Society (see Memorandum and Articles). The procedure for Council to nominate an Honorary Officer is detailed in Appendix 3, which also contains the accompanying paperwork.

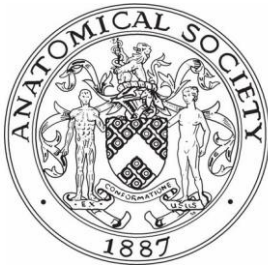
- a. Document G  
Procedure for selection of Honorary Officer of Anatomical Society
- b. Document H  
Email invitation for expressions of interest in Honorary Officer role
- c. Document J  
Expression of interest form

### **4. Election of President-Elect**

After election by the members of the Society at an Annual General Meeting, the President-Elect shall serve as a non-Trustee on Council for one year before becoming President of the Anatomical Society at the next Annual General Meeting.

The procedure for the selection of the President-Elect is detailed in Appendix 4, which also contains the accompanying paperwork:

- a. Document K  
Procedure for selection of President-Elect of Anatomical Society
- b. Document L  
Email invitation for expressions of interest in role of President-Elect
- c. Document M  
Expression of interest form



## **5. Election of Company Secretary of Company of Anatomists**

Election to the role of Company Secretary of the Company of Anatomists is carried out by Council members. The Company Secretary shall normally be elected for a three-year term of office. They may stand for re-election provided that they have not already served for a period of six years. The Company Secretary of the Company of Anatomists is a Director of the Company of Anatomists, but may or may not be a Trustee of the Society.

The procedure for Council to elect the Company Secretary of the Company of Anatomists is detailed in Appendix 5, which also contains the accompanying paperwork:

- a. Document N  
Procedure for selection of Company Secretary of Company of Anatomists
- b. Document P  
Email invitation for expressions of interest in role of Company Secretary of Company of Anatomists
- c. Document Q  
Expression of interest form



## APPENDIX 1: Selection of Member of Standing Committee

This appendix contains the documentation for selection of a member of a Standing Committee:

- a. Document A  
Procedure for selection of member of Standing Committee
- b. Document B  
Email invitation for expressions of interest in role as member of a Standing Committee
- c. Document C  
Expression of interest forms (examples)  
Scoring of applications (examples)



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## Document A

### Procedure for Selection of Member of Standing Committee

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#### Procedure

If a vacancy arises in a Standing Committee, the procedure to select a new member is as follows:

1. The Chair of the Standing Committee sends an invitation for expressions of interest to the membership of the Society (see examples in Document B).
2. This role may be associated with more specific duties or roles, which can be included in the invitation email (see Education Committee example in Document B).
3. Interested individuals apply, either directly or through a Microsoft Form (see examples in Document C).
4. Applications should be anonymised by the Chair of the Standing Committee before circulation to Committee members.
5. Applications are evaluated by all members of the Standing Committee.
6. Objective scoring should be used for all applications (see examples in Document C).
7. Scores or rankings are collated by the Chair of the Standing Committee. The successful candidate is ratified by the Committee.
8. The Chair informs the Executive Administrator and Council of the outcome.



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## Document B

### Email invitation for expressions of interest in role as member of Standing Committee

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#### Email Invitation to Society members (example: Meetings Committee)

Dear **ZZ**

The Anatomical Society is inviting expressions of interest from any of its members to join the Anatomical Society's Meetings Committee for up to three years. The aim of the Anatomical Society's Meetings Committee is to promote high quality science and research in the anatomical sciences through our annual Summer and Winter Scientific Meetings. More information on Anatomical Society Meetings Committee can be found by clicking on the link: <https://www.anatsoc.org.uk/meetings/>.

In particular we are seeking a committee member who has interest in developing our online meetings and events through collaboration with other Society committees and external organisation partnerships.

The successful applicant would be required to attend up to two in person meetings centred around the Society's Summer and/or Winter Meetings. One night's accommodation, standard class travel and subsistence is paid. Participation in online discussions, virtual meetings and taking responsibility for some aspects of our annual action plan would be expected as part of committee membership.

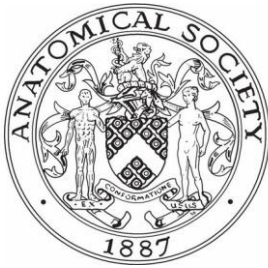
The Society particularly encourages applications from those from underrepresented groups or those who have protected characteristics.

Please apply through (**Microsoft form link or email address**). The deadline for applications is **midnight on day, date**. For enquiries, please email **...** We look forward to hearing from you.

**Name**

Chair of Meetings Committee

**Email address**



## Email Invitation to Society members (example: Membership Committee)

Dear **ZZ**

The Anatomical Society is inviting expressions of interest from any of its members to join the Anatomical Society's Membership Committee for up to three years. The aim of the Anatomical Society's Membership Committee is to maintain a friendly and efficient interface between the Anatomical Society and its current, past and prospective members and to work towards achieving the strategic aims of the Society. More information on Anatomical Society Membership Committee can be found by clicking on the link: <https://www.anatsoc.org.uk/membership/about>

The successful applicant would be required to attend 2-4 meetings per year, some online, and some in person, the latter usually centred around the Society's Summer and/or Winter Meetings. One night's accommodation, standard class travel and subsistence is paid. Participation in scrutiny of new member applications six times per year (~1 hour time commitment per round), online discussions and taking responsibility for some aspects of our annual action plan would be expected as part of committee membership.

The Society particularly encourages applications from those from underrepresented groups or those who have protected characteristics.

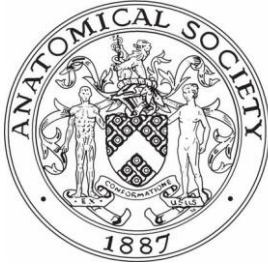
Please apply through (Microsoft form link or email address). The deadline for applications is **midnight on day, date**. For enquiries, **please email...**

We look forward to hearing from you.

**Name**

Chair of Membership Committee

**Email address**



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## Document C

### Expression of interest forms for role as member of Standing Committee

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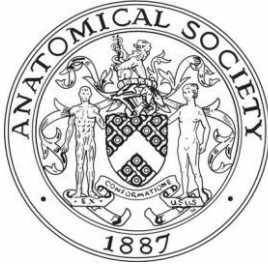
#### Examples of application forms:

##### Example: Membership Committee Vacancy

1. First name
2. Last name
3. Institution
4. Email address
5. In no more than 600 words, explain why you would like to join the Membership Committee of the Anatomical Society. Please describe any relevant experience that would be of value to the Committee.
6. In no more than 600 words, describe one initiative that you think the Membership Committee should implement to grow and/or retain membership, briefly outlining how that could be achieved.

##### Example: Education Committee Vacancy – Public Engagement and Outreach Lead

1. Name
2. Institution
3. Email address
4. In no more than 500 words, explain why you would make a successful public engagement and outreach lead for the Anatomical Society Education Committee.



### **Example: Meetings Committee Vacancy**

1. First name
2. Last name
3. Institution
4. Email address
5. Describe your experience of engaging with conferences (e.g. through conference organisation, attendance, participation).
6. Explain your engagement with the Anatomical Society.
7. In no more than 500 words, suggest an initiative to promote and/or develop Anatomical Society online meetings or webinars.

### **Examples of objective scoring:**

Objective scoring should be used for all applications. Additionally, applications should be anonymised by the Chair of the Standing Committee before circulation to Committee members for evaluation.

#### **Example:**

Please score each category out of 5:

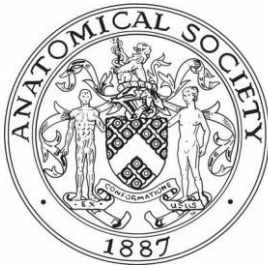
- 5 - Excellent answer
- 4 - Very good answer
- 3 - Good answer
- 2 - Satisfactory answer
- 1 - Less than satisfactory answer
- 0 - Question not answered



## APPENDIX 2: Selection of Deputy of Standing Committee

This appendix contains the documentation for selection of a Deputy of a Standing Committee:

- a. Document D  
Procedure for election of Deputy of Standing Committee
- b. Document E  
Email invitation for expressions of interest in role of Deputy of Standing Committee
- c. Document F  
Expression of interest form



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## Document D

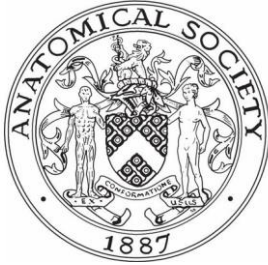
### Procedure for selection of Deputy of Standing Committee

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#### Procedure

A Deputy of a Standing Committee is selected by the members of that Committee. When the vacancy arises (usually on election of the previous Deputy to Honorary Officer and Chair of the Committee), the procedure for the Committee to select the Deputy is as follows:

1. Step 1:
  - a. The Chair of the Standing Committee sends an email (Document E) to all members of Council and all members of the Standing Committee to invite them to submit an expression of interest.
  - b. Interested Council or Committee members fill out an expression of interest form (Document F) and send this to the Chair (or it is collected by Microsoft Form or similar).
  - c. The Chair shares the expressions of interest with the Committee members who have not submitted.
  - d. Applications are evaluated by Committee members.
  - e. If there is more than one applicant, the Committee members shall decide (usually at a meeting and, if necessary, through a vote) who will take up the role.
  - f. Applicants will not be part of this process and will be asked to absent themselves for the discussion.
  - g. If no applications are received from the members of Council or the Committee, or the Committee members decide that no applicant is suitable, then Step 2 is followed.
2. Step 2:
  - a. The Chair of the Standing Committee sends an email (Document E) to the membership of the Society to invite them to submit an expression of interest.
  - b. Interested members fill out an expression of interest form.
  - c. Applications are shared with Committee members.
  - d. Applications are evaluated by Committee members.
  - e. Committee members shall decide (usually at a meeting and, if necessary, through a vote) who will take up the role.



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## Document E

### Email invitation for expressions of interest in role of Deputy of Standing Committee

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#### Email Invitation

Dear **ZZ**

The **XX Committee** is inviting expressions of interest for the role of Deputy of this Committee. Prospective applicants should have an interest in the area and be able to commit to the time required to fulfil the role. They should also be committed to taking on the role of Chair of the Committee (Honorary Officer, Councillor and Trustee) at the end of the term of the current Chair. Expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome.

The remit of the **XX Committee** can be found in our Regulations and Schedules, available here (bottom of page):

[Regulations and Schedules](#)

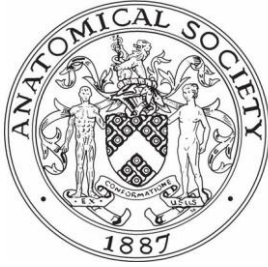
If you are interested, please fill out the attached expression of interest form and return it to the Chair of the **XX Committee**, **name** at **email address** by **midnight on day, date**.

If you have any queries, please do not hesitate to contact the Chair.

**Name**

Chair of XX Committee

**Email address**



## Deputy of Standing Committee: Document F

### Deputy of XX Committee

#### Expression of Interest

#### Date

#### Date of start of role

The XX Committee is inviting expressions of interest for:

- Deputy

Expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome.

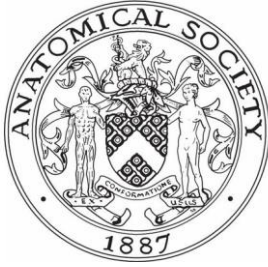
Essential criteria:

1. Ability to commit to time required.
2. Commitment to taking on role of Honorary Officer (Councillor and Trustee) at end of present Chair's term.

Desirable criteria:

1. Interest and/or background in ZZ (insert relevant area e.g. finance, EDI).

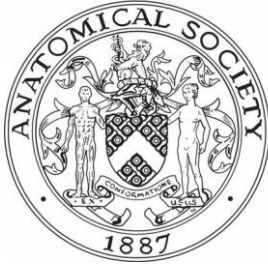
Role	XX Officer
Name	
Email address	
Institution	
Position in institution	
Qualifications	
Number of years membership	
Why would you like to take up this role and what might you bring to it? Include if you have held any similar role in either a professional or personal capacity. <i>(Please note: number of words restricted to 300)</i>	



## APPENDIX 3: Selection of Honorary Officer of Anatomical Society

This appendix contains the documentation for selection of an Honorary Officer of the Anatomical Society:

- a. Document G  
Procedure for selection of Honorary Officer of Anatomical Society
- b. Document H  
Email invitation for expressions of interest in Honorary Officer role
- c. Document J  
Expression of interest form



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## Document G

### Procedure for selection of Honorary Officer of the Anatomical Society

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#### Procedure

Honorary Officers are nominated by Council and elected by the members of the Society, usually at the Annual General Meeting. The procedure for Council to nominate Honorary Officers is as follows:

1. If the Deputy (of the relevant Standing Committee) is available to take up the role of Honorary Officer:
  - a. Honorary Treasurer  
At the end of the Honorary Treasurer's term, the Deputy Treasurer normally takes over the role. Therefore, under normal circumstances, Council shall nominate the Deputy Treasurer for election by the membership at the Annual General Meeting.
  - b. Honorary Secretary  
At the end of the Honorary Secretary's term, the Deputy Secretary normally takes over the role. Therefore, under normal circumstances, Council shall nominate the Deputy Secretary for election by the membership at the Annual General Meeting.
  - c. Other Honorary Officers  
At the end of the term of all other Honorary Officers, the Deputy of the relevant Standing Committee normally takes over the role. Therefore, under normal circumstances, Council shall nominate the Deputy of the relevant Standing Committee for election by the membership at the Annual General Meeting. It is not necessary for Deputies to be on Council before election to Honorary Officer, but once elected, they become a Councillor and Trustee.

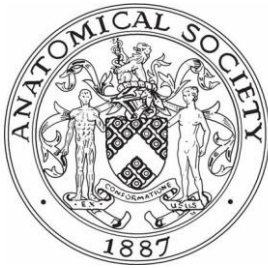


2. If no Deputy is available to take up the role (e.g. through ill health, resignation):

### 2.1 Deputy Treasurer, Deputy Secretary

When the Deputy Treasurer or Deputy Secretary is not available to take up the position of Honorary Treasurer or Honorary Secretary, the following procedure shall be adopted:

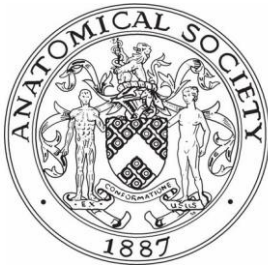
- a. Step 1:
  - i. The President sends an email (Document H) to all Council members to invite them to submit an expression of interest.
  - ii. Interested Councillors fill out an expression of interest form (Document J) and send this to the President (or it is collected by Microsoft Form or similar).
  - iii. The President shares the expressions of interest with Council members who have not submitted.
  - iv. Council members evaluate the applications.
  - v. If there is more than one applicant, Council members shall decide (usually at the next Council meeting and, if necessary, through a vote) who will take up the role.
  - vi. Applicants will not be part of this process and will be asked to absent themselves for the discussion.
  - vii. In the unlikely event that no Councillor applies, or Council decides that no applicant is suitable, then Step 2 is followed.
- b. Step 2:
  - i. The President sends an email (Document H) to the members of the Society to invite them to submit an expression of interest.
  - ii. Interested members fill out an expression of interest form (Document J).
  - iii. Applications are shared with Council members.
  - iv. Council members evaluate the applications.
  - v. Council members shall decide (usually at the next Council meeting and, if necessary, through a vote) who will take up the role.



## 2.2 Deputy of Standing Committee

When the Deputy of a Standing Committee is not available to take up the role of Honorary Officer, the following procedure shall be adopted:

- a. Step 1:
  - i. The President (or Honorary Treasurer or Honorary Secretary in their absence) sends an email (Document H) to the members of Council and the members of the relevant Standing Committee to invite them to submit an expression of interest.
  - ii. Interested members of Council or the Standing Committee fill out an expression of interest form (Document J) and send it to the President (or it is collected by Microsoft Form or similar).
  - iii. The President shares the expressions of interest with Council members who have not submitted.
  - iv. Council members evaluate the applications.
  - viii. If there is more than one applicant, Council members shall decide (usually at the next Council meeting and, if necessary, through a vote) who will take up the role.
  - ix. Applicants will not be part of this process and will be asked to absent themselves for the discussion.
  - x. If no member of Council or the Standing Committee applies, or Council decides that no applicant is suitable, then Step 2 is followed.
- b. Step 2
  - i. The President sends an email (Document H) to the members of the Society to invite them to submit an expression of interest.
  - ii. Interested members fill out an expression of interest form (Document J) and send this to the President (or it is collected by Microsoft Form or similar).
  - iii. Applications are shared with Council members.
  - iv. Council members evaluate the applications.
  - v. Council members shall decide (usually at the next Council meeting and, if necessary, through a vote) who will take up the role.



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## Document H

### Email invitation for expressions of interest in Honorary Officer role

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#### Email Invitation

Dear **ZZ**

The Anatomical Society is inviting expressions of interest for the role of **XX Officer, Chair of YY Committee**. Prospective applicants should have an interest in the area and be able to commit to the time required to fulfil the role. Expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome. The successful applicant will serve a term of **AA years** in the first instance.

The role of the **XX Officer** can be found in our Regulations and Schedules, available here (bottom of page):

#### [Regulations and Schedules](#)

If you are interested, please fill out the attached Expression of Interest form and return it to the President of the Anatomical Society, **Professor YY** at **email address** by **midnight on day, date**.

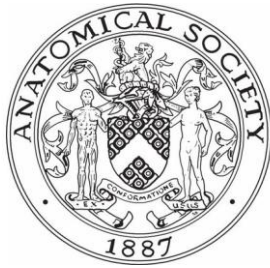
If you have any queries, please do not hesitate to contact the President.

**Name**

President of the Anatomical Society

**Email address**

Anatomical Society Council



## Honorary Officer: Document J

# Honorary Officer on Council

## Expression of Interest

### Date

### Date of start of role

The Anatomical Society is inviting Expressions of Interest for:  
 - Honorary Officer (i.e. XX Officer, Chair of YY Committee)

Expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome.

#### Essential criteria:

1. Ability to commit to time required.

#### Desirable criteria:

1. An interest and/or background in ZZ (insert relevant area e.g. finance, EDI).
2. A commitment to fulfilling the role for a minimum three-year term.

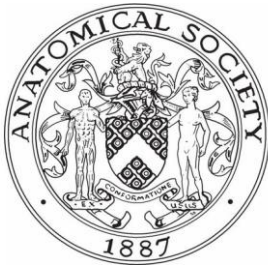
Role	XX Officer
Name	
Email address	
Institution	
Position in institution	
Qualifications	
Number of years membership	
Why would you like to take up this role and what might you bring to it? Include if you have held any similar role in either a professional or personal capacity. <i>(Please note: number of words restricted to 300)</i>	



## APPENDIX 4: Selection of President-Elect of Anatomical Society

This appendix contains the documentation for selection of the President-Elect of the Anatomical Society:

- a. Document K  
Procedure for selection of President-Elect of Anatomical Society
- b. Document L  
Email invitation for expressions of interest in role of President-Elect
- c. Document M  
Expression of interest form



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## Document K

### Procedure for selection of President-Elect of the Anatomical Society

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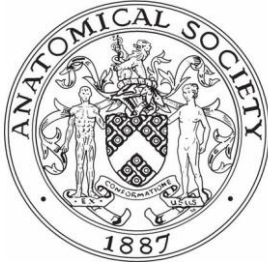
#### Background and aim

Previously, the process for selection of the next President of the Anatomical Society has been unclear and carried out through invitation by the present incumbent, in consultation with the Council. The criteria for selection have also been obscure, at least to ordinary members. Although this has led to an excellent set of Presidents in the past, this new procedure sets out a method whereby the selection of the next President (President-Elect) allows a more transparent and inclusive process, including providing an opportunity for illustrious members of the Society to express their interest in the position.

#### Procedure

The process for selection of the President-Elect is as follows:





### ***Step 1 – Set up shortlisting group and interview panel***

**Timing: April of year before President-Elect attends Council**

Members of the shortlisting panel would be as follows:

- Prizes and Awards Committee (President, Honorary Treasurer, Honorary Secretary; also Deputy Secretary)
- Two other members of Council, normally including Early Career Representative
- Executive Administrator

Members of the interview panel would be as follows:

- President
- Honorary Treasurer
- Honorary Secretary
- One other member of Council

### ***Step 2 – Invite expressions of interest***

**Timing: May**

Invitations for expressions of interest are sent to all Professors of the Society (Document B). A simple, light touch form (Document C) including applicant details, level of membership, contribution to the Society and plans for Presidency is circulated by email.

The shortlisting panel then meet to shortlist (if necessary, due to number of candidates).

### ***Step 3 – Inform Council; finalise interview candidates***

**Timing: July Council**

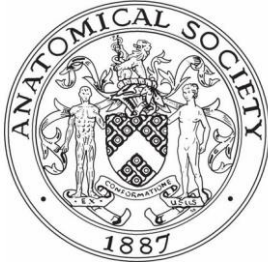
The shortlisted candidates are presented to the Council. Barring any issues, the candidates will then be invited to interview.

Shortlisted candidates are interviewed by the interview panel, including a focus on their plans for their Presidency.

### ***Step 4 – Interview and ratify***

**Timing: September Council**

The selected candidate is ratified by the Council at the September meeting. The candidate is then nominated by Council for election by Society members at the Annual General Meeting.



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## Document L

### Email invitation for expressions of interest in President-Elect

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#### Email Invitation

Dear Professor

The Anatomical Society is inviting expressions of interest for the next President of the Society. Prospective applicants should be at full Professorial level and have contributed substantially to the Society over a period of time. As the Society is committed to diversifying Council membership to ensure we are inclusive to our members, expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome. The successful applicant will initially serve a one-year period as President-Elect, attending Council but not as a Trustee of the Society. The President then serves a three-year period (please see paragraphs 28-31 of our Memorandum and Articles of Association, available here (bottom of page):

#### [Memorandum and Articles](#)

The role of the President can be found in our Regulations and Schedules, available here (bottom of page):

#### [Regulations and Schedules](#)

If you are interested, please fill out the attached expression of interest form and return it to the President of the Anatomical Society, **Professor YY** at **email address** by **midnight on day, date**. Please note that you may be invited to an interview with a subset of the Council of the Society.

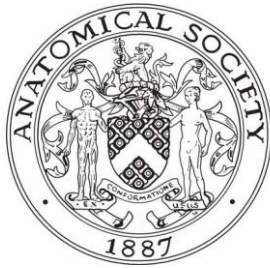
If you have any queries, please do not hesitate to contact the President.

#### **Name**

President of the Anatomical Society

#### **Email address**

Anatomical Society Council



## **President-Elect: Document M**

### **President of the Anatomical Society Expression of Interest Form Year**

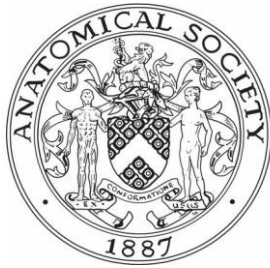
The Anatomical Society is inviting expressions of interest for the next President of the Society. Prospective applicants should be at full Professorial level and have contributed substantially to the Society over a period of time. The Society is committed to diversifying Council membership to ensure we are inclusive to our members, so we particularly welcome expressions of interest from individuals from underrepresented groups or those who have protected characteristics.

#### Essential criteria:

1. Must be member of Society (minimum of seven years).
2. Must be at full Professorial level.
3. Must have contributed substantially to Society over a period of time.
4. Must be able to commit to time required (estimated 0.5-1 day per week).

#### Desirable criteria:

5. Previous or present Officer or member of Council.
6. Previous or present member of Standing Committee.
7. Running of Society conference.
8. Regular attendance at Society conferences, including with students.



First name	
Surname	
Email address	
Institution	
Role in institution	
Qualifications	
Level of membership of Society	
Number of years membership	
Contribution to Society <i>(Please note: restricted number of characters - approximately 500 words)</i>	
Brief overview of your plans for the term of Presidency <i>(Please note: restricted number of characters - approximately 500 words)</i>	



## APPENDIX 5: Election of Company Secretary of Company of Anatomists

This appendix contains the documentation for election of the Company Secretary of the Company of Anatomists:

- a. Document N  
Procedure for selection of Company Secretary of Company of Anatomists
- b. Document P  
Email invitation for expressions of interest in role of Company Secretary of Company of Anatomists
- c. Document Q  
Expression of interest form



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## Document N

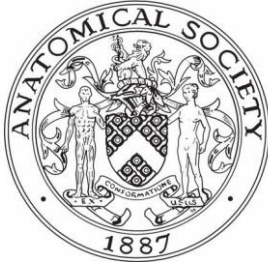
### Procedure for selection of Company Secretary of Company of Anatomists

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#### Procedure

Election to the role of Company Secretary of the Company of Anatomists is carried out by Council members. When the vacancy arises at the end of the term of service of the previous incumbent, the procedure for the Committee to select the Company Secretary is as follows:

1. Step 1:
  - a. The President sends an email (Document P) to the members of Council and to the members of the Finance Committee, except the Honorary Treasurer and Deputy Treasurer, to invite them to submit an expression of interest.
  - b. Interested Council or Finance Committee members fill out an expression of interest form (Document Q) and send this to the President (or it is collected by Microsoft Form or similar).
  - c. The President shares the expressions of interest with Council members who have not submitted.
  - d. Applications are evaluated by Council members.
  - e. If there is more than one applicant, Council members shall decide (usually at their next meeting and, if necessary, through a vote) who will take up the role.
  - f. Applicants will not be part of this process and will be asked to absent themselves for the discussion.
  - g. If no applications are received from the members of Council or the Finance Committee, or the Council members decide that no applicant is suitable, then Step 2 is followed.
2. Step 2:
  - a. The President sends an email (Document P) to the membership of the Society to invite them to submit an expression of interest.
  - b. Interested members fill out an expression of interest form.
  - c. Applications are shared with Council members.
  - d. Applications are evaluated by Council members.
  - e. Council members shall decide (usually at the next Council meeting and, if necessary, through a vote) who will take up the role.



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## Document P

### Email invitation for expressions of interest in role of Company Secretary of Company of Anatomists

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#### Email Invitation

Dear **ZZ**

The Anatomical Society is inviting expressions of interest for the role of Company Secretary of the Company of Anatomists. Prospective applicants should have a strong interest in finance and be able to commit to the time required to fulfil the role. The successful candidate will be expected to attend two in person Society Council meetings per year and run the Annual General Meeting of the Company of Anatomists. Expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome. The successful applicant will serve a term of three years in the first instance.

The role of the Company Secretary of the Company of Anatomists can be found in our Regulations and Schedules, available here (bottom of page):

#### [Regulations and Schedules](#)

If you are interested, please fill out the attached expression of interest form and return it to the President of the Anatomical Society, **Professor YY** at **email address** by **midnight on day, date**.

If you have any queries, please do not hesitate to contact the President.

#### **Name**

President of the Anatomical Society

#### **Email address**

Anatomical Society Council



## Company Secretary of Company of Anatomists: Document Q

# Company Secretary of Company of Anatomists Expression of Interest

**Date**

**Date of start of role**

The Anatomical Society is inviting expressions of interest for:  
- Company Secretary of Company of Anatomists

Expressions of interest from individuals belonging to underrepresented groups or those who have protected characteristics would be welcome.

Essential criteria:

1. Ability to commit to time required.
2. Strong interest in finance.

Desirable criteria:

1. Previous Honorary Treasurer of Anatomical Society or similar.
2. Commitment to fulfilling the role for a minimum three-year term.

Role	Company Secretary of Company of Anatomists
Name	
Email address	
Institution	
Position in institution	
Qualifications	
Number of years membership	
Why would you like to take up this role and what might you bring to it? Include if you have held any similar role in either a professional or personal capacity. <i>(Please note: number of words restricted to 500)</i>	