



Title:		Policy C7a Steering Committee Trainee Representative Role Description
Issue Date and Version:		September 2025/Version 1
Original Author:		Dawn Mckinley
Next Review Date:		September 2027
Author of the change (Initials)	What's changed/been added	
GS/DM	No changes/amendments	

Steering Committee Trainee members have an important role to play in representing BTOG and supporting BTOG's aims and objectives and are expected to:

- Abide by BTOG organisation structure;
- Support BTOG's aims and objectives;
- Take an active role in the delivery of the BTOG educational programme;
- Comment and advise on regional, national and international thoracic malignancy matters including guidelines;
- Promote the aims and objectives of BTOG to the trainee body, with particular focus on encouraging trainee membership and attendance;
- Act as a point of contact for trainees within the thoracic oncology community, and communicate issues raised to the Steering Committee as a whole
- Represent the trainee perspective in issues relating to education, training, service delivery in thoracic oncology;
- Represent BTOG on other thoracic malignancy committees/groups;
- Make an annual conflict of interest declaration;
- Recognise their affiliation to BTOG in their work;
- Sit on the committee for 2 years;
- Continue in their role for a 6-12 month cross-over period after moving to a Consultant post, to pass on knowledge and information to new trainee representatives appointed about the trainee activities in progress and planned for the future.
- Attend 4 meetings per year in person – Meetings are either held in London (or elsewhere in the UK), if applicable 1 meeting will be held at the annual conference and meetings may also be held virtually via TEAMS. Meeting dates will be circulated as soon as available and additional meeting/s to these 4 may be called in exceptional circumstances;
- Respond to emails regarding Steering Committee business within 7 days of receipt or by the deadline included in the email (except if out of the office).

Please Note: This is a voluntary role with no remuneration. Travel expenses will be reimbursed as per the expense claim guidelines. Meetings may be via TEAMS or in person.