

## **UKCESR Portfolio Pathway Association**

**(UKCESRPFA)**

**[www.ukcesrpfa.co.uk](http://www.ukcesrpfa.co.uk)**

**UKCESR Portfolio Pathway Association (UKCESRPFA)**



### **Founding Document/Governing Document**

#### **1. LOGO:**



#### **2. Name of the Association:**

The name of the Association shall be UK CCSR & Portfolio Pathway Association

(UKCESRPFA) (hereinafter referred to as “the Association”).

#### **3 . Governance Statement**

The UKCESR Portfolio Pathway Association (UKCESRPFA) is a professional, non- profit

organisation established to support CCSR/ Portfolio applicants pursuing the Specialist

Registration (CCSR) in any speciality within the United Kingdom and abroad. The

Association operates to foster excellence, collaboration, and transparency in portfolio

pathway/CCSR specialist preparation, portfolio development, and professional recognition.

UKCESRPFA is governed by a Council Members committee, elected/interim non-elected

council members in accordance with the Association’s Constitution. The Council Members

committee is responsible for ensuring that all Association activities are conducted ethically,

transparently, and in line with its stated objectives. The Council members Committee meets

regularly to oversee strategy, approve policies, and monitor progress toward the Association’s

objectives. An Annual General Meeting (AGM) is held each year to present reports and

financial statements and to elect new officers.

**Chair:** Mr Varun Arunagiri

**Vice-Chair:** Mt Shahriar- Sadek

**General Secretary:** Dr Bharani Premkumar

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**4. Aim and Objective:**

The aims and objectives of the Association are to represent and support doctors pursuing the CESR or Portfolio Pathway routes in the United Kingdom and outside United Kingdom, to promote awareness, education, and best practice in relation to CESR/Portfolio Pathway applications, and to engage constructively with relevant stakeholders including Royal Colleges, the General Medical Council (GMC), NHS organisations, and other professional bodies. The Association shall advocate for fairness, transparency, and appropriate workforce recognition for doctors following CESR and Portfolio Pathway routes, while also supporting its members' professional development, leadership, and governance engagement.

**5. Membership:**

Membership shall be open to doctors and other individuals who support the Association's aims and objectives, subject to such criteria as the Council may determine. The Council shall maintain a register of members and determine membership categories, subscription arrangements, and member rights.

**6. Governance framework:**

The Association's governance framework is based on the following principles:

1. Accountability – All office bearers are accountable to the membership and must act in the best interests of the Association and its members.
2. Transparency – Decisions, finances, and policies are managed openly and are available for member review.

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3. Inclusivity – Membership is open to all doctors, irrespective of grade or background, who share the Association's goals.
4. Professional Integrity – All activities reflect the standards of professionalism expected by the General Medical Council (GMC) and the Royal Colleges from all specialties.
5. Collaboration – The Association promotes partnerships with educational bodies, NHS institutions, and professional organisations to enhance CESR pathways and recognition.
6. The Association shall be governed by a single Council, which shall be responsible for the strategic direction, governance, and delivery of the Association's objectives. No separate Steering Committee shall exist. The Council may allocate specific portfolios or responsibilities to individual Council Members as required.

Through this governance structure, UKCESRPFA is committed to promoting fairness, professional development, and recognition for all doctors navigating the CESR route.

### **7. Mission, Vision, and Values**

- Mission

To empower doctors pursuing the specialist registration through portfolio pathway/ Certificate of Eligibility for Specialist Registration (CESR) by providing structured guidance, education, and peer support that upholds the highest standards of clinical practice and professionalism within the NHS and the wider healthcare community.

- Vision

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To be the leading professional body that promotes excellence, fairness, and recognition for CESR/portfolio pathway applicants — ensuring every qualified and competent clinician has equitable access to specialist registration and career progression in the United Kingdom.

- Core Values

Integrity: We uphold honesty, fairness, and transparency in all our actions, ensuring that members can trust the processes and guidance we provide.

Excellence: We strive for the highest standards in education, mentorship, and professional conduct, reflecting the values of the GMC and the Royal Colleges.

Inclusivity: We welcome members from all backgrounds, training routes, and

nationalities, fostering an environment of mutual respect and equality.

Collaboration: We believe progress is best achieved through teamwork — with partnerships between clinicians, educators, and regulatory bodies.

Empowerment: We aim to equip every portfolio/CESR applicant with the tools, confidence, and knowledge required to achieve specialist recognition and deliver high-quality patient care.

Service: We act in service to the profession and the public, supporting continuous improvement in surgical standards and healthcare delivery.

## 8. Association Structure and Role Descriptions

a) Chair: Provides strategic leadership and represents the Association nationally and internationally. Chairs meetings and ensures that the Association's objectives are achieved. Oversees all committees and working groups. Acts as the main spokesperson for UKCESRPFA.

b) Vice Chair: Supports the President and deputises in their absence. Coordinates major

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projects or initiatives (e.g., mentorship programmes, CESR/portfolio workshops).



Works closely with regional representatives to ensure consistency of activities.

- c) General Secretary: Manages administration, records, and correspondence. Organises meetings, circulates agendas, and keeps accurate minutes. Ensures compliance with UK association regulations and data protection laws. Maintains membership records and supports official documentation.
- d) Treasurer: Handles bank account, and other finances. Manages all financial transactions and maintains transparent accounts. Prepares financial statements for annual review. Oversees membership fees, event income, and expenditure. Ensures the association complies with HMRC and banking standards.
- e) Membership Officer: Manages applications, renewals, and member engagement. Maintains a secure membership database. Welcomes new members and ensures inclusivity in all programmes.
- f) Education Lead: Develops educational programmes related to CESR and surgical portfolio building. Coordinates workshops, webinars, and CPD events. Liaises with the Royal Colleges and training bodies for accreditation.
- g) Events Coordinator: Plans and manages events, including annual conferences, meetings, and networking sessions. Coordinates with the Treasurer and Secretary on logistics and approvals. Prepares certificates and event reports.
- h) Communications & Media Officer: Manages all communication channels, including the website, newsletters, and social media. Design promotional material for events and announcements. Ensures the Association maintains a professional public presence.
- i) Research & Academic Officer: Promotes academic collaboration among members. Organises calls for abstracts and poster sessions. Supports members in research methodology and publication guidance.

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j) Welfare & Liaison Officer: Serves as a point of contact for member welfare and support. Ensures equality, diversity, and professional conduct standards are upheld. Liaises with external bodies for advocacy and professional recognition.

k) Advisory Board (Non- elected): Provide strategic advice and professional mentorship. Support long-term planning and governance reviews.

l) Regional Representatives: There will be different regional representatives. They will represent members within specific UK regions. Facilitate local events, study groups, and feedback sessions.

Speciality Representatives: There will be different speciality representatives.

Represents their speciality and the voice of junior members and applicants at the committee level. Provides insight into training and portfolio-building challenges.

### **9. Powers of the council members:**

The Council shall have the power to:

- Manage and administer the affairs of the Association
- Develop and implement policies and governance frameworks
- Appoint office bearers and allocate portfolios to Council Members
- Establish procedures for meetings and decision-making
- Open, operate, and close bank or building society accounts in the name of the Association
- Authorise signatories for the Association's bank accounts
- Incur expenditure and manage funds in furtherance of the Association's objectives

### **10. Meetings of the council:**

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The Council shall meet as required to conduct the Association's business. Meetings

may be held in person or via approved virtual platforms.

**Quorum:** A Council meeting shall be quorate when one-third ( $\frac{1}{3}$ ) of the serving Council Members, or three (3) Council Members, whichever is greater, are present. Only quorate meetings may make binding decisions on behalf of the Association.

**11. Decision-making:** Council decisions shall be made by consensus wherever possible, or by a simple majority of those present and voting at a quorate meeting. In the event of a tie, the Chair shall have a casting vote.

**12. Conflicts of interest:**

Council Members must declare any actual, potential, or perceived conflicts of interest at the earliest opportunity. Where a conflict exists, the affected Council Member shall withdraw from discussion and decision-making on the relevant matter, unless otherwise agreed by the Council. All conflicts and actions taken shall be recorded in the meeting minutes.

**13. Finance and bank Accounts**

The Association's funds shall be applied solely to the promotion of its aims and objectives.

The Council shall open and maintain a bank account in the Association's name. The account shall be operated by such authorised signatories as determined by the Council. Unless otherwise resolved, the bank account shall require a minimum of two authorised signatories, who will be the chair and the treasurer, for all payments or transactions. Proper accounts shall

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be kept of all income and expenditure, and a financial report shall be presented to the Council and, where appropriate, to the membership.

### **14. Annual General Meeting:**

The Association shall hold an Annual General Meeting. The business of the AGM shall include approval of reports, election or confirmation of Council Members, and consideration of any resolutions.

### **Quorum for AGM**

An AGM shall be quorate when ten percent (10%) of the voting membership, or twenty (20) voting members, whichever is lower, are present, in person or via approved virtual platforms.

### **15. Amendments to the Constitution:**

This Constitution may be amended by resolution passed at a quorate General Meeting of the Association, subject to appropriate notice being given to members.

### **16. Dissolution:**

In the event of dissolution of the Association, any remaining assets shall not be distributed among members but shall be transferred to another non-profit organisation with similar aims, as determined by the Council or the membership.

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### **17. Adoption:**

This Constitution was adopted by the founding members of the Association at  
a duly constituted meeting on:

Date: \_\_\_\_\_

Signed:

Chair \_\_\_\_\_ Vice- Chair: \_\_\_\_\_

General Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

