

UKCESR Portfolio Pathway Association (UKCESRPFA)

Founding Document

1. LOGO:



2. Governance Statement

The UKCESR Portfolio Pathway Association (UKCESRPFA) is a professional, non-profit organisation established to support CESR/ Portfolio applicants pursuing the Specialist Registration (CESR) in any specialty within the United Kingdom and abroad.

The Association operates with the purpose of fostering excellence, collaboration, and transparency in portfolio pathway/CESR specialist preparation, portfolio development, and professional recognition.

UKCESRPFA is governed by an Executive Committee elected by its members in accordance with the Association's Constitution. The Committee is responsible for ensuring that all activities of the Association are conducted ethically, transparently, and in line with its stated objectives.

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.
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.

The Executive 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, financial statements, and elect new officers.

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

3. **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

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.

4. Association Structure and Role Descriptions**President / Chairperson**

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.

Vice President / Vice Chair

Supports the President and deputises in their absence. Coordinates major projects or initiatives (e.g., mentorship programmes, CESR/portfolio workshops). Works closely with regional representatives to ensure consistency of activities.

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.

Treasurer

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.

Membership Officer

Manages applications, renewals, and member engagement. Maintains a secure membership database. Welcomes new members and ensures inclusivity in all programmes.

Education & Training Officer

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.

Events Coordinator

Plans and manages events such as annual conferences, meetings, and networking sessions. Coordinates with the Treasurer and Secretary on logistics and approvals. Prepares certificates and event reports.

Communications & Media Officer

Manages all communication channels — website, newsletters, and social media. Designs promotional material for events and announcements. Ensures the Association maintains a professional public presence.

Research & Academic Officer

Promotes academic collaboration among members. Organises calls for abstracts and poster sessions. Supports members in research methodology and publication guidance.

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.

Advisory Board / Senior Fellows

Provide strategic advice and professional mentorship. Support long-term planning and governance reviews.

Regional Representatives

Represent members within specific UK regions or specialties. Facilitate local events, study groups, and feedback sessions.

Trainee or Associate Representative

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