

**UK CESR & Portfolio Pathway Association (UKCESRPFA)**

**Council Member – Role and Activities Document**

**1. Purpose of the Role:**

The role of a Council Member of the UK CESR & Portfolio Pathway Association (UKCESRPFA) is to contribute to the strategic leadership, governance, and development of the Association. Council Members support the Association's mission to represent, support, and advance doctors pursuing the CESR/Portfolio Pathway routes within the UK healthcare system, irrespective of their speciality and membership of the council. Council Members act in the best interests of the Association and its members, ensuring that activities align with professional standards, regulatory expectations, and the Association's constitution.

**2. Position Within the Governance Structure**

**Composition of the Governing Council**

The Governing Council shall comprise designated officeholders appointed or elected in accordance with the Association's governing document. These positions shall include, but shall not be limited to, the Chair, Vice Chair, General Secretary, Treasurer, Membership Officer, Educational Lead, and Research Lead. Individuals holding these offices shall serve as Governance Council Members and shall collectively constitute the governing body of the Association, with responsibility for strategic leadership, governance, oversight, financial stewardship, educational direction, research governance, and compliance. Each office holder shall have defined duties and delegated authority appropriate to their role, while remaining collectively accountable to the membership and subject to the provisions of the constitution and applicable policies.

Council Members form part of the Association's governing council and work collectively with the Chair, Vice-Chair, General Secretary, Treasurer, office bearers, and advisors. They contribute to decision-making, policy development, and oversight of Association activities. Council Members may also be appointed to subcommittees or working groups based on their expertise, interests, or organisational needs.

**Chair:** Mr Varun Arunagiri

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

**General Secretary:** Dr Bharani Premkumar

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**2A. Quorum and Decision-Making**

**Council Meetings:** A Council meeting shall be considered quorate when one-third ( $\frac{1}{3}$ ) of the total serving Council Members, or three (3) Council Members, whichever is greater, are present. Attendance may be in person or via approved virtual platforms. Only quorate Council meetings may make binding decisions, approve policies, or pass resolutions on behalf of the Association. Decisions shall be made by consensus wherever possible, or by a simple majority vote where required, in accordance with the Association's governance policies. Where a meeting is not quorate, discussions may take place; however, any decisions or recommendations must be formally ratified at a subsequent quorate Council meeting.

**Annual General Meeting (AGM):** An Annual General Meeting or General Body Meeting shall be considered quorate when ten percent (10%) of the total voting membership, or twenty (20) voting members, whichever is lower, are present, either in person or via approved virtual platforms. No constitutional amendments, elections, or binding resolutions shall be valid unless the meeting is quorate.

**3. Core Responsibilities**

Council Members are expected to:

- Contribute to the strategic direction and long-term planning of the Association
- Participate actively in council meetings, general meetings, and extraordinary meetings as required
- Support the development, review, and implementation of Association policies and governance frameworks
- Promote the Association's vision, mission, and values in all professional engagements
- Ensure decisions are made in a transparent, ethical, and accountable manner
- Actively represent the interests and concerns of CESR and Portfolio Pathway doctors

**4. Key Activities**

Council Members may be involved in the following activities:

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- Attendance and contribution to scheduled council meetings and annual general meetings
- Participation in working groups, task forces, or subcommittees (e.g. education, advocacy, workforce, communications)
- Supporting educational initiatives such as webinars, workshops, guidance documents, and mentorship programmes
- Engagement with external stakeholders including Royal Colleges, GMC, NHS organisations, SAS and CESR networks
- Contribution to position statements, consultation responses, and advocacy efforts
- Supporting membership growth, engagement, and communication strategies
- Assisting with organisational development, including constitution review and governance refinement

#### **5. Professional Standards and Conduct:**

Council Members are expected to:

- Uphold high standards of professionalism, integrity, and accountability
- Act at all times in the best interests of the Association
- Maintain confidentiality where required
- Promote equality, diversity, and inclusion in all Association activities

#### **Conflicts of Interest:**

Council Members must declare any actual, potential, or perceived conflicts of interest at the earliest opportunity, including at the start of relevant meetings or when circumstances change. Conflicts may include, but are not limited to, professional roles, financial interests, advisory positions, or affiliations that could influence, or be perceived to influence, decision-making. Where a conflict of interest is identified, the Council Member concerned shall withdraw from discussion and decision-making on the relevant matter, unless the Council determines otherwise in accordance with governance policy. All declared conflicts and actions taken shall be recorded in the meeting minutes to ensure transparency and accountability.

#### **6. Time Commitment**

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The role is voluntary and non-remunerated. Time commitment will vary depending on Association activities, but typically includes attending periodic meetings and participating in agreed-upon projects or initiatives.

### **6A. Attendance and Participation**

Council Members are expected to attend scheduled Council meetings, Annual General Meetings, and Extraordinary Meetings where reasonably practicable. Meetings may be held in person or via approved virtual platforms, and virtual attendance shall count fully towards quorum and participation. Regular attendance is essential to ensure effective governance and continuity. Council Members should aim to attend a minimum of two-thirds ( $\frac{2}{3}$ ) of scheduled Council meetings within any rolling 12-month period. Where a Council Member is unable to attend a meeting, advance notice should be given to the Chair or Secretary, and relevant papers reviewed where possible. Persistent non-attendance, defined as failure to attend three consecutive Council meetings or failure to meet the minimum attendance threshold without a reasonable explanation, may be reviewed by the Council. The Council may agree on supportive measures, role modifications, or other actions consistent with the Association's governance policies. Attendance, apologies, and attendance mode (in-person or virtual) shall be formally recorded in the meeting minutes to ensure transparency and accountability.

### **7. Term of Office**

The term of office for Council Members shall be in accordance with the Association's constitution and governance policies, subject to renewal, re-election, or reappointment as applicable.

### **8. Relevance for Professional Development and CCSR Evidence**

The Council Member role provides opportunities to demonstrate leadership, management, governance, and professional engagement. Any use of activities undertaken in this role as supporting evidence for **any application** shall be subject to the discretion and requirements of the relevant Royal College(s), the General Medical Council (GMC), and other applicable bodies.

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**10. Approval and Review**

This document is approved by the UKCESRPFA Council and will be reviewed periodically to ensure alignment with the Association's evolving objectives and governance requirements.

**Adoption:**

This is adopted by the council members of the Association at a duly constituted meeting on:

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

Signed:

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

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

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