

# TERMS OF APPOINTMENT FOR NACCS LINKMEN

## Introduction

NACCS Council value the contribution of departmental linkmen for both neuroanaesthesia and neurocritical care, who act as the local voice of the Society and facilitate effective communication to and from the Society's members.

1. At all times Linkmen are expected to act in good faith and within the aims and rules of the Society as laid down in the Society's constitution.
2. All members of the Society are reminded that there are certain expectations and responsibilities in relation to maintaining its charitable status.

## Election

3. The Linkman should be a Consultant Neuroanaesthetist or Consultant in Neurocritical Care and a member of NACCS.
4. The Linkman should be proposed and seconded by two members of their department who must also be members of NACCS.
5. Only full members of NACCS may vote for the Linkman.
6. NACCS should be informed of the election and results when known.
7. If there is only one candidate, that member may be appointed as Linkman without a local election.
8. The out-going Linkman will be responsible for overseeing the appointment process.
9. The term of office is for three years. The Linkman may be re-appointed (by election, if necessary) once. In some circumstances, the term of office may be extended further.
10. NACCS Council reserves the right, in exceptional circumstances, to request an incumbent Linkman to stand down and for a new appointment process to be conducted by NACCS Council.

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### Role

11. The Linkman are expected to maintain a list of all members at their institution with appropriate contact details. This will be shared by NACCS officers and used to maintain an accurate membership database.
12. The Linkman must have a functioning email address and respond to emails from NACCS. (They should ensure that the firewall on their contact email address does not block any correspondence from NACCS).
13. The Linkman's role is to be a route of acquisition and dissemination of knowledge on behalf of NACCS, including survey participation.
14. As Linkman will be one of the routes of communication between the Society and its individual members they are expected to pass on messages and notices in a timely manner. This is important as the chosen method of communication for members of NACCS is now electronic and often via the Linkmen.

### Links to Society

15. NACCS Council will nominate one Council member to be the Linkmen co-ordinator and main contact.
16. There will be a Linkmen's lunch at the NACCS ASM. This will be a forum for the Linkmen to meet each other, members of Council and exchange ideas.

If the Linkman is unable to attend the ASM, they are asked to nominate a deputy to attend the Linkman meeting at the ASM on their behalf.