

First Honorary Secretary of CSEM

We are delighted to be taking another significant and tangible step towards the registration and establishment of the new College of Sport, Exercise and Musculoskeletal Medicine (CSEM) by running elections for its first Board of Trustees. In order for us to set up the new entity we must have our first Trustees identified ahead of applying for charity registration to the relevant regulator.

The first Honorary Secretary of CSEM will ensure effective governance of the new organisation in this crucial first stage. The below sets out the responsibilities, eligibility requirements, and election process for the first Honorary Secretary of CSEM, which will differ from subsequent elections once the organisation is established. Future elections will be governed by the byelaws of the new organisation.

Tenure	<ul style="list-style-type: none">• 3 years regular tenure• Can be reappointed once, serving a total of two terms and a maximum of 6 years.
Hours	This role requires a substantial time commitment. Flexibility is essential to meet the demands of this role.
Location	UK-based, with the ability to travel to both offices in Doncaster and Edinburgh when required and attend meetings throughout the UK.

About CSEM

The College of Sport, Exercise and Musculoskeletal Medicine (CSEM) will be the new, unified voice for Sport and Exercise Medicine (SEM) in the UK. Formed through the coming together of two respected organisations with rich history – British

Association of Sport and Exercise Medicine and the Faculty of Sport and Exercise Medicine UK. The CSEM will represent a significant step forward bringing together the strengths of its previous two entities to create a single, influential body dedicated to advancing SEM nationally and internationally.

The CSEM is a professional membership organisation committed to promoting health through physical activity and ensuring excellence in sport, exercise, and musculoskeletal medicine. The College will lead the way in setting professional standards, delivering high-quality education and training, and supporting the development of all professionals working in SEM.

With a strong, united voice, the CSEM will advocate for the integration of SEM into public health and healthcare systems, influence policy, and champion the role of physical activity in preventing and managing disease. Through collaboration, innovation, and leadership, the College will shape the future of SEM and support its members to deliver the highest standards of care.

The role of the Honorary Secretary

Although the Board of Trustees and council have collective responsibility for governance and audit, the Honorary Secretary will be the liaison between the college and its lawyers, national regulatory bodies, applicable charity regulators (and, if applicable, Companies House) and members when answering queries with regards to maintenance of standards and regulations. In addition to the general Trustee duties outlined below, the Honorary Secretary's duties may include (but are not limited to) the following:

- Facilitate communication between the Board and relevant external bodies.
- Publicising the role and functions of CSEM amongst medical, sporting and lay organisations.
- Attend and actively participate in executive meetings, Council meetings, and other relevant meetings as they arise, where applicable review agenda against Standing Orders and review minutes to ensure compliance with relevant regulations.

- Serve as governance and membership lead.
- Review and approval of membership applications working with the membership team staff.
- Liaise with members regarding AGM or EGM meetings and/or any proposed changes to the Standing Orders/College Bye Laws:
 - Review the agenda and if there is anything that comes up during the year that has an impact on the Standing Orders.
 - If SO are impacted write a resolution letter to send with the papers for members to read and approve the amendments.
 - Review and amendments of Standing Orders.
- Oversee the governance of the CSEM within Charity (and, if applicable, Company) Law and its Charter, byelaws and regulations and any policy such as complaints.
- Attend and actively participate alongside other Office Bearers in regular meetings with the CEO and senior leadership team.
- Support the setup of the new organisation ahead of registration as a charity where required.

General duties of a Charity Trustee

Each of the charity Trustees has a duty, in exercising functions as a charity Trustee, to act in the interests of the organisation; and, in particular, must:

- seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
- act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
- in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
- put the interests of the organisation before that of the other party; or
- where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity Trustees with regard to the matter in question;

- ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Scottish Charities Act.

In addition to the duties outlined above, all of the charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:

- that any breach of any of those duties by a charity Trustee is corrected by the charity Trustee concerned and not repeated; and
- that any charity Trustee who has been in serious or persistent breach of those duties is removed as a charity Trustee.

Person specification

The first Honorary Secretary of the CSEM will ensure effective communication and governance as well as compliance with the law during the crucial incorporation and establishment phase. This role requires **good communication skills and great attention to detail**. While experience in a similar role involving organisational oversight and professional communications is beneficial, role-specific training as well as general charity Trustee training will be provided to the successful candidate.

The first Honorary Secretary **must be a Fellow of the Faculty of Sport and Exercise Medicine UK (FFSEM(UK))** at the time of election.

Election and appointment process

Nominations

- Each candidate must:
 - Complete the Nomination Form [here](#).
 - Be nominated by a Proposer and a Seconder, both of whom must be either Fellows (FFSEM(UK)) or a current member of the BASEM Board.
- Deadline for submission is 23:59 (BST) on the 14/07/2025.

Verification of Nominations

The **CSEM Election Committee** (comprising of FSEM Council and BASEM Board) will:

- Verify eligibility of candidates.
- Confirm proposer and seconder credentials.
- Publish the final list of eligible candidates.

Election voting process

- **Electorate:** Only elected members of the FSEM Council and BASEM Board are eligible to vote. To ensure parity in voting groups for the two organisations, the voting group will consist of:
 - FSEM current elected Council members and elected Office Bearers
 - BASEM current Board members and the most recent outgoing Trustees that would not otherwise be voting members
- **Voting method:** Voting for all positions on the first Board of Trustees of CSEM will take place simultaneously through a secure online voting platform during the period of 16/07/2025 to 04/08/2025.
 - Each voter casts one vote per position.
 - Voters can abstain from voting. Non-participation in any or all of the votes will be counted as abstention and voting members cannot be replaced or pass on their vote to others.

- **Ties:** In the event of vote parity, ties will be resolved through an additional run-off election for each affected position after the main voting period has ended. Should the tie persist, a deliberation meeting will be held (under exclusion of any vote holders who are also candidates) to reach a final decision.

Results and announcement

- Votes will be verified by the Honorary Secretary of FSEM and Secretary of BASEM.
- Results will be:
 - Communicated to all candidates.
 - Announced to the wider membership via email and the CSEM website.