



**British Undergraduate Society of  
Obstetrics and Gynaecology**

Inspiring the next generation of Obstetricians and Gynaecologists

## **BUSOG National Committee Selection 2022-2024**

### **Information for Applicants**

#### ***What is BUSOG?***

The British Undergraduate Society of Obstetrics and Gynaecology (BUSOG) is an ever-expanding society that promotes the exciting and diverse specialty of Obstetrics and Gynaecology to medical students and pre-specialty doctors. The BUSOG is the only existing undergraduate organisation specialising in delivering opportunities in Obstetrics and Gynaecology (O&G) for medical students and foundation/pre-specialty doctors. Piloted in 2012, the BUSOG has expanded exponentially under 4 terms of committees. With strong relationships with the Royal College of Obstetrics and Gynaecology (RCOG) as well as other national and international societies, the BUSOG hopes to give clear, honest and helpful advice to prospective O&G trainees. We aim to do this by supporting pre-trainees with exam and placement preparation, promote current issues in the specialty and provide career opportunities and CV enhancement.

#### ***Who is BUSOG for?***

All UK medical students and foundation doctors/pre-specialty doctors, with an increasing international audience as our virtual event capacity grows. We advertise and communicate with our members via our website and social media outlets (Facebook, Instagram and Twitter). Our medical student ambassadors and pre-specialty ambassador networks also help us promote BUSOG events both locally and nationally.

#### ***What are the aims of BUSOG?***

- To promote Obstetrics and Gynaecology as an exciting career choice for medical students
- To provide post-graduate support and engage members in pre-specialty opportunities
- To provide clinical and academic support to our members to improve future practice
- To provide opportunities for professional and social networking for career planning
- To continue our relationship with RCOG by engaging in joint projects

#### ***What roles are available?***

Vice-President (2 years)

Secretary (2 years)

Media Coordinator (2 years)

Events – Conference Lead (2 years)  
Events – Webinar Lead (2 years)  
Ambassador Network Lead (1 year)  
Pre-specialty Network Lead (1 year)

### President (2 years)

#### Responsibilities

- Overseeing all activities of the society
- Chairing regular committee meetings
- Chair the annual Medical Students Day at RCOG
- Represent BUSOG on RCOG Board Meetings
- Point of contact for RCOG
- Develop new collaborations and ideas
- Help marking abstracts for conferences and ambassador selection
- Support other committee members in their roles

#### Essential Criteria

- Previous experience with BUSOG i.e. previous committee, previous ambassador/pre-specialty rep, BUSOG event collaboration
- Evidence passion/interest in O&G
- Ability to commit 2-3 hours/week to the role

#### Desirable Criteria

- Evidence of Leadership Skills
- Excellent communication, organisation, team working and problem-solving skills

### Vice-President (2 years):

#### Responsibilities

- Supporting President in overseeing activities of the society
- Regular attendance at committee meetings
- Co-run Medical Students Day at RCOG
- Represent BUSOG on RCOG Board Meetings
- Treasurer responsibilities including sourcing funding and finance management
- Develop new collaborations and ideas
- Help marking abstracts for conferences and ambassador selection
- Support other committee members in their roles

#### Essential Criteria

- Evidence passion/interest in O&G
- Ability to commit 2-3 hours/week to the role

#### Desirable Criteria

- Previous experience of a leadership role
- Previous involvement with BUSOG
- Excellent communication, organisation, team working and problem-solving skills

#### Secretary (2 years):

##### Responsibilities

- Regular attendance at committee meetings
- Development of Agendas and Minutes for committee meetings
- Overseeing the Ambassador and Pre-Specialty Programmes
- Organising the recruitment and selection process of:
  - Ambassador and Pre-Specialty Network Leads
  - Ambassadors and Pre-Specialty Representatives
- Updating and disseminating the Ambassador/Pre-Specialty handbooks
- Organisation of the Ambassador/Pre-Specialty Welcome Events
- Co-run Medical Students Day at RCOG

##### Essential Criteria

- Evidence passion/interest in O&G
- Ability to commit 2-3 hours/week to the role

##### Desirable Criteria

- Previous experience of an executive committee role
- Previous involvement with BUSOG
- Excellent communication, organisation, team working and problem-solving skills

#### Media Coordinator (2 years):

- Responsibilities
- Manage and develop BUSOG website
- Manage BUSOG social media:
  - A minimum of once per week engagement is expected
  - Encouraging member involvement e.g. Tweetorials
- Regular attendance at committee meetings
- Co-run Medical Students Day at RCOG

##### Essential Criteria

- Evidence passion/interest in O&G
- Ability to commit 2-3 hours/week to the role

##### Desirable Criteria

- Previous experience of website design and online communications
- Previous media management of another organisation/society
- Excellent communication, organisation, team working and problem-solving skills

#### Events Coordinator (Conference Lead) (2 years):

##### Responsibilities

- Plan 1 full-day conference and 1 half-day conference on an annual basis

- Liaise with the ambassador/pre-specialty network for ideas on conference themes and collaboration opportunities
- Attend regular committee meetings
- Support Webinar Lead when necessary
- Co-run Medical Students Day at RCOG

#### Essential Criteria

- Evidence passion/interest in O&G
- Ability to commit 2-3 hours/week to the role

#### Desirable Criteria

- Previous experience of event organisation
- Previous experience of a role on another society/organisation
- Excellent communication, organisation, team working and problem-solving skills

#### Events Coordinator (Webinar Lead) (2 years):

#### Responsibilities

- Plan monthly to 2 monthly Webinars
- Liaising with Charities, Clinicians and Patient Organisations
- Attend regular committee meetings
- Support Conference Lead when necessary
- Co-run Medical Students Day at RCOG

#### Essential Criteria

- Evidence passion/interest in O&G
- Ability to commit 2-3 hours/week to the role

#### Desirable Criteria

- Previous experience of event organisation
- Previous experience of a role on another society/organisation
- Excellent communication, organisation, team working and problem-solving skills

#### Ambassador Network Lead (1 year):

#### Responsibilities

- Work with Secretary to recruit and select University Ambassadors
- Update and disseminate BUSOG Ambassador Handbook
- Organise and co-run Ambassador Welcome Event
- Attend regular committee meetings
- Develop new ideas and opportunities for ambassadors

#### Essential Criteria

- You are a current University Student and will remain so for the duration of your term
- Evidence passion/interest in O&G
- Ability to commit 1-2 hours/week to the role

#### Desirable Criteria

- Previous experience of being a BUSOG Ambassador
- Excellent communication, organisation, team working and problem-solving skills

## Pre-Specialty Network Lead (1 year):

### Responsibilities

- Work with Secretary to recruit and select Pre-Specialty Representatives
- Update and disseminate BUSOG Pre-Specialty Representative Handbook
- Organise and co-run Pre-Specialty Representative Welcome Event
- Attend regular committee meetings
- Develop new ideas and opportunities for Pre-Specialty Representatives

### Essential Criteria

- You are a Doctor that has not entered Specialty Training and will remain so for the duration of your term
- Evidence passion/interest in O&G
- Ability to commit 1-2 hours/week to the role

### Desirable Criteria

- Previous experience of being a BUSOG Ambassador/Pre-Specialty Representative
- Excellent communication, organisation, team working and problem-solving skills

### ***How will the next national committee be selected?***

This will be a competitive process. Applications are welcome from UK medical students and Foundation Year 1 doctors and will be screened by members of the current national committee based on answers to three questions. The highest scoring applicants will be invited to a Zoom interview in June. Applicants will be notified of the outcome of their application in late June/early July. There will be a period of handover and the new Committee will be officially announced at the 2022 Medical Student's Day on 25th September 2022.

You can view our application form [here](#).

### ***What are we looking for in the next national BUSOG committee?***

We are looking for a group of dedicated and driven individuals who will form the collective voice and representation for our audience across the country and internationally. Your role will be important in continuing the exponential growth BUSOG has seen in the last two years – our webinar series fostering patient representation, pre-specialty and ambassador networks, launch of a new website and presentation at RCOG Annual Academic Meeting and World Congress, to name a few examples. As a committee, you will have the opportunity to plan events, come up with innovative ideas of how to manage the society, organise ambassador and pre-specialty doctor networks, manage relationships with the college and UPSROG, the newly launched Undergraduate and Prespecialty Research Collaborative in O&G, and most importantly spread the BUSOG ethos and cultivate enthusiasm for O&G.

The BUSOG will always be a society run by members for its members so we are looking for inspired and enthusiastic individuals. Role in a national student committee requires considerable time commitment, 1-2h per week as a minimum. It is also crucial that the future committee members are able to work in a team with students in other universities while independently overseeing the duties of their roles. Finally, the ability to think laterally will help the committee overcome the challenges of running a society with limited resources as well as make the best of the brilliant opportunities that can arise from working in close partnership with a royal college

and other prestigious UK research and clinical networks. We will be looking for evidence of these overarching attributes in the applications.

***What are the responsibilities of the BUSOG committee?***

- Organise and liaise to provide BUSOG events
- Organise the RCOG Medical Students Day
- Keep up the relationship between BUSOG and RCOG via attendance of selected board meetings and by being the feedback medium between medical students and pre-specialty trainees interested in O&G and the college
- Contribute to developing BUSOG media by regularly posting on Twitter, Facebook and Instagram, and making additions to the BUSOG website
- Liaise with ambassadors and pre-specialty representatives to build professional contacts with medical schools, propagating BUSOG impact across the UK
- Continue to develop the relationship between BUSOG and UPSROG to provide opportunities to become involved in national audit and research

N.B. These responsibilities are subject to change during the course of the year, as you determine how best to utilise skillsets and opportunities

***How will progress be monitored?***

Progress of the new committee will be monitored in an Annual General Meeting with the Board of Trustees which oversees the work of both BUSOG and UPSROG.

***What do I get out of the role?***

- Exposure to a leadership and teamworking role, particularly with regards to event planning,
- networking and working closely with peers with similar specialty interest
- CV enhancement – integral to O&G specialty applications down the line
- Opportunities to build own professional network and make contacts with medical professionals further ahead in training
- Contribute to building your own interest and passion for O&G through research, audit or teaching opportunities
- Recognition of support from a professional affiliated body of the RCOG

If you have any questions about the role, please email [busogpresident@gmail.com](mailto:busogpresident@gmail.com) or [busogvicepresident@gmail.com](mailto:busogvicepresident@gmail.com) or contact us on BUSOG social media.

We look forward to reviewing your applications and hope you are as excited about the upcoming BUSOG year as we are!



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