THE DOCTORS' MESS COMMITTEE

Roles & Responsibilities

there's a role in here with your name on it



Every year, the Mess Committee is run entirely by resident doctors, for resident doctors. Whether you're a natural leader, a sports fanatic, a party planner, a champion for your colleagues, or the person everyone comes to for advice — there is a committee role built for you.

Spot the icon that speaks to you below, and find out how to get involved.



Executive

Provides strategic leadership, financial oversight, governance, and overall management of the Doctors' Mess.



Operations

Delivers the day-to-day functioning of the Mess, ensuring facilities, communications, wellbeing initiatives, sports, and social events are effectively organised.



Representation

Acts as the voice of key groups within the resident doctor workforce, gathering feedback, advocating for colleagues, and ensuring diverse perspectives are represented within the committee.



Development & Engagement

Creates opportunities for professional development, community engagement, sustainability initiatives, and activities that enrich the resident doctor experience beyond the workplace.

Executive

STEERING THE SHIP

Provides strategic leadership, financial oversight, governance, and overall management of the Doctors' Mess.

President

Provide strategic leadership for the Doctors' Mess Committee, ensuring it effectively represents resident doctors and delivers its objectives throughout the year.

KEY RESPONSIBILITIES

- Chair committee meetings and oversee the running of the committee.
- Represent resident doctors in meetings with Trust leadership and external stakeholders.
- Lead projects to improve doctors' facilities, wellbeing and working environment.
- Coordinate committee activities and support committee members in their roles.
- Ensure actions are followed up and committee objectives are achieved.
- Act as the primary spokesperson for the Doctors' Mess.

Expected Commitment Approximately 4–8 hours per month, with additional time for meetings and major projects.

Desirable Skills Leadership · Organisation · Communication · Diplomacy · Decision-making

Vice President

Support the President in leading the committee and take responsibility for organising the committee's flagship social events.

KEY RESPONSIBILITIES

- Deputise for the President when required.
- Lead the organisation of the Summer Ball and Winter Ball.
- Support committee planning and delivery of major initiatives.
- Liaise with venues, suppliers and hospital departments.
- Assist committee members with projects where required.

Expected Commitment Approximately 3–6 hours per month, increasing around major events.

Desirable Skills Organisation · Leadership · Event planning · Communication · Teamwork

Treasurer

Manage the financial affairs of the Doctors' Mess and ensure responsible use of committee funds.

KEY RESPONSIBILITIES

- Maintain accurate financial records.
- Prepare and monitor the annual budget.
- Process income and expenditure.
- Advise the committee on financial decisions.
- Ensure sufficient funds are available to subsidise committee events where appropriate.
- Present financial updates at committee meetings.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Financial management · Attention to detail · Organisation · Integrity



Secretary

Ensure the committee operates efficiently through effective administration and governance.

KEY RESPONSIBILITIES

- Organise committee meetings.
- Prepare meeting agendas.
- Record and circulate meeting minutes.
- Maintain committee records and documentation.
- Manage official committee correspondence.
- Keep track of committee actions and deadlines.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Organisation · Attention to detail · Written communication · Time management

Operations

MAKING IT ALL HAPPEN

Delivers the day-to-day functioning of the Mess, ensuring facilities, communications, wellbeing initiatives, sports, and social events are effectively organised.

St Cross Hospital Mess Liaison Representative

Oversee the day-to-day running of the St Cross Doctors' Mess and represent the interests of doctors based at the site.

KEY RESPONSIBILITIES

- Act as the main point of contact between St Cross Hospital doctors and the Doctors' Mess Committee.
- Represent St Cross doctors within the wider Mess Committee.
- Gather feedback, suggestions and concerns from doctors based at St Cross Hospital.
- Encourage engagement and participation of St Cross doctors in the wider Doctors' Mess community.
- Liaise with the Mess Facilities & Amenities Secretary on cross-site matters.
- Support the organisation of joint events and initiatives across both hospital sites.
- Manage food, drink and Mess supplies at St Cross.

Expected Commitment Approximately 2–4 hours per month, with additional time for specific projects or events.

Desirable Skills Communication · Organisation · Advocacy · Initiative · Teamwork

Main Site Mess Facilities & Amenities Secretary

Oversee the day-to-day management and continuous improvement of the Doctors' Mess facilities.

KEY RESPONSIBILITIES

- Coordinate food and drink shop rotas.
- Monitor stock and arrange replenishment where appropriate.
- Maintain cleanliness and organisation of the Mess.
- Liaise with Estates and Facilities regarding maintenance issues.
- Identify opportunities to improve the Mess environment.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Organisation · Practical problem-solving · Initiative

Communications Secretary

Promote committee activities and ensure resident doctors are kept informed and engaged.

KEY RESPONSIBILITIES

- Manage the committee's social media platforms.
- Produce newsletters and regular communications.
- Design promotional material for events.
- Publicise committee initiatives.
- Support event marketing and engagement.
- Maintain a consistent communications strategy.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Communication · Graphic design (desirable) · Social media · Creativity



Welfare Representative

Promote wellbeing and support initiatives that improve the experience of resident doctors.

KEY RESPONSIBILITIES

- Organise wellbeing events.
- Coordinate initiatives such as coffee mornings and peer support sessions.
- Promote available wellbeing resources.
- Signpost colleagues to appropriate support services.
- Gather feedback on wellbeing issues.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Compassion · Communication · Organisation



Sports Secretary

Promote participation in sport and physical activity among resident doctors.

KEY RESPONSIBILITIES

- Coordinate sports teams and activities.
- Liaise with local sports clubs.
- Organise tournaments and fixtures.
- Promote sporting opportunities.
- Encourage participation across specialties.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Organisation · Enthusiasm · Networking



Social Secretary (x2-3)

Organise regular social events that encourage engagement and foster a supportive community.

KEY RESPONSIBILITIES

- Plan monthly social events.
- Organise themed evenings and celebrations.
- Work alongside the Vice President on flagship events.
- Liaise with venues and suppliers.
- Promote inclusive attendance across specialties.

Expected Commitment Approximately 3–5 hours per month.

Desirable Skills Creativity · Event planning · Organisation · Teamwork

Representation

EVERY VOICE HEARD

Acts as the voice of key groups within the resident doctor workforce, gathering feedback, advocating for colleagues, and ensuring diverse perspectives are represented within the committee.

Equality, Diversity & Inclusion (EDI) Representative

Champion equality, diversity and inclusion within the Doctors' Mess and promote an environment where all resident doctors feel welcomed and represented.

KEY RESPONSIBILITIES

- Promote inclusive committee practices.
- Organise events celebrating diversity.
- Gather feedback from underrepresented groups.
- Work closely with the IMG and Welfare Representatives.
- Advise the committee on accessibility and inclusivity.

Expected Commitment Approximately 2–3 hours per month.

Desirable Skills Cultural awareness · Communication · Advocacy

FY1 Representative

Represent the interests and experiences of Foundation Year 1 doctors.

KEY RESPONSIBILITIES

- Gather feedback from FY1 colleagues.
- Raise issues affecting FY1 doctors.
- Promote committee events to FY1s.
- Support new starters throughout the year.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Approachability · Advocacy

FY2 Representative

Represent Foundation Year 2 doctors within the committee.

KEY RESPONSIBILITIES

- Gather feedback from FY2 colleagues.
- Raise concerns and suggestions.
- Promote committee activities.
- Support engagement with FY2 doctors.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Teamwork · Advocacy

International Medical Graduate (IMG) Representative

Represent International Medical Graduates and promote an inclusive environment.

KEY RESPONSIBILITIES

- Gather feedback from IMG colleagues.
- Raise issues affecting IMGs.
- Support integration into the Trust.
- Work closely with the EDI and Welfare Representatives.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Empathy · Cultural awareness

Medical Representative

Represent doctors working within medical specialties.

KEY RESPONSIBILITIES

- Gather feedback from medical trainees.
- Raise specialty-specific issues.
- Promote committee initiatives within medical departments.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Collaboration

Surgical Representative

Represent doctors working within surgical specialties.

KEY RESPONSIBILITIES

- Gather feedback from surgical trainees.
- Promote committee engagement.
- Raise issues affecting surgical departments.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Collaboration

GP Representative

Represent GP trainees working within the Trust.

KEY RESPONSIBILITIES

- Gather feedback from GP trainees.
- Promote committee events.
- Ensure GP trainees remain engaged with the Doctors' Mess.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Organisation

Clinical Fellow/Trust Grade Representative

Represent the interests of Clinical Fellows and Trust Grade doctors.

KEY RESPONSIBILITIES

- Gather feedback from locally employed doctors.
- Promote inclusion within committee activities.
- Raise issues affecting non-training grade doctors.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Advocacy

Specialty Doctor/SAS Representative

Represent Specialty Doctors and SAS colleagues within the Doctors' Mess.

KEY RESPONSIBILITIES

- Gather feedback from SAS doctors.
- Promote committee initiatives.
- Raise issues relevant to SAS colleagues.
- Encourage participation within the Mess community.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Communication · Leadership · Advocacy

Development & Engagement

GROWING BEYOND THE WARDS

Creates opportunities for professional development, community engagement, sustainability initiatives, and activities that enrich the resident doctor experience beyond the workplace.

Education & Careers Representative

Support the professional development of resident doctors through educational and careers initiatives.

KEY RESPONSIBILITIES

- Organise careers events and specialty talks.
- Promote teaching opportunities.
- Coordinate CV and interview workshops.
- Liaise with the Postgraduate Education Centre.
- Support exam preparation initiatives where appropriate.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Organisation · Networking · Communication

Sustainability Representative

Promote environmentally sustainable practices within the Doctors' Mess and support the Trust's sustainability objectives.

KEY RESPONSIBILITIES

- Identify opportunities to reduce waste.
- Promote sustainable committee events.
- Encourage environmentally responsible practices within the Mess.
- Liaise with the Trust's sustainability or Green Team.
- Raise awareness of sustainability initiatives.

Expected Commitment Approximately 1–3 hours per month.

Desirable Skills Initiative · Organisation · Interest in sustainability

Charity & Community Representative

Strengthen links between the Doctors' Mess, local community and charitable organisations through fundraising and volunteering initiatives.

KEY RESPONSIBILITIES

- Organise charity fundraising events.
- Coordinate volunteering opportunities.
- Promote participation in community initiatives.
- Liaise with the Trust Charity and external organisations.
- Support charitable aspects of committee events.

Expected Commitment Approximately 2–4 hours per month.

Desirable Skills Event organisation · Communication · Community engagement · Initiative