

BSGAR Colorectal Subcommittee

TERMS OF REFERENCE

April 2025- April 2028
(to be reviewed every 3 years)

1.	Accountability Arrangements and Key Relationships	
1.1	Accountable to:	BSGAR Executive Committee BSGAR Trustees
1.2	Key relationships with other groups:	BSGAR Executive Committee office@BSGAR.co.uk BSGAR Members Non-radiological relevant co-professional specialist interest groups Liaison roles (eg. ACPGBI) within the subcommittee will, where possible, be undertaken by current members of the subcommittee. This is to ensure effective two-way communication, timely feedback, and alignment with the subcommittee's ongoing work and priorities. Appointments to liaison roles will ordinarily be made from within the subcommittee membership and will not be subject to a fixed term, reflecting the continuity and relationship-based nature of these positions. In the event that no subcommittee member is able or willing to undertake a specific liaison role, the position may be opened to the wider membership. However, maintaining these roles within the subcommittee is the preferred approach.
2.	Frequency, Membership and Quorum Arrangements	
2.1	Frequency of meetings:	The Subcommittee will meet at least twice a year or more often as required to carry out its duties. Meetings will be virtual. BSGAR will support 1 face to face meeting a year at the Annual Scientific meeting.
2.2	Membership:	Membership composition and number of members is determined by the needs of the Subcommittee to a maximum of 15 members. BSGAR membership is desirable for consideration on a Subcommittee. The mechanism for appointment, or selection, of Subcommittee members is by expressions of interest after advertising to all BSGAR members. Where nominations exceed the number of vacancies, a scoring process will be undertaken by the Subcommittee Chair, the Deputy Chair, the Secretary and President of BSGAR. The

		inclusion of persons who are non-BSGAR members is to be justified and their role defined. The composition, number and appointments/selection process for members is to be reviewed by the BSGAR Membership and Diversity Subcommittee who will pass their recommendation on to the BSGAR Executive Committee for consideration. Specific roles of individual members to be defined including Chair, Deputy Chair, ordinary member. The BSGAR President may attend meetings. Advanced Practice Radiographers (GIAPR) who serve on the subcommittee, and therefore become charity volunteers, will have full voting rights on the Colorectal Subcommittee. Other individuals may attend meetings at the request of the Subcommittee, or if their request is agreed by the Subcommittee Chair/Deputy Chair. Term of Office will be for 2 years, and extendable by a further 2 years by agreement with the Subcommittee Chair and President of BSGAR. <table border="1"> <thead> <tr> <th>Member</th><th>Name</th><th>Role</th></tr> </thead> <tbody> <tr> <td>Core</td><td>Anu Obaro</td><td>Chair, NCTCA Director of Online Training & Development</td></tr> <tr> <td>Core</td><td>Rachel Baldwin-Cleland (GIAPR)</td><td>Deputy Chair, NCTCA Director of Research and Quality Assurance</td></tr> <tr> <td>Core & Midlands Rep</td><td>Ingrid Britton</td><td>NCTCA Academy Programme Director and Chair</td></tr> <tr> <td>Core</td><td>Liam Gale (GIAPR)</td><td>NCTCA Director of Educational standards</td></tr> <tr> <td>Core, South East rep</td><td>Charlotte Robinson</td><td>BCSP National Lead</td></tr> <tr> <td>Core, North West rep</td><td>Krista Gelder (GIAPR)</td><td></td></tr> <tr> <td>Core, North East rep</td><td>Damian Tolan</td><td></td></tr> <tr> <td>Core, North East rep</td><td>Saminah Yunis (GIAPR)</td><td></td></tr> <tr> <td>Core, South West rep</td><td>Andy Lowe</td><td></td></tr> <tr> <td>Core, London rep</td><td>Andrew Plumb</td><td></td></tr> <tr> <td>Core, London rep</td><td>Anita Wale</td><td></td></tr> <tr> <td>Core, London rep</td><td>James Stephenson</td><td></td></tr> <tr> <td>Core, London rep</td><td>Khalil ElGendy (SpR)</td><td></td></tr> <tr> <td>Core, East of England rep</td><td>Hesham Elkhawka</td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Member	Name	Role	Core	Anu Obaro	Chair, NCTCA Director of Online Training & Development	Core	Rachel Baldwin-Cleland (GIAPR)	Deputy Chair, NCTCA Director of Research and Quality Assurance	Core & Midlands Rep	Ingrid Britton	NCTCA Academy Programme Director and Chair	Core	Liam Gale (GIAPR)	NCTCA Director of Educational standards	Core, South East rep	Charlotte Robinson	BCSP National Lead	Core, North West rep	Krista Gelder (GIAPR)		Core, North East rep	Damian Tolan		Core, North East rep	Saminah Yunis (GIAPR)		Core, South West rep	Andy Lowe		Core, London rep	Andrew Plumb		Core, London rep	Anita Wale		Core, London rep	James Stephenson		Core, London rep	Khalil ElGendy (SpR)		Core, East of England rep	Hesham Elkhawka				
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2.3	Required attendance of members:	All members are required to attend a minimum of 66% of meetings over their subcommittee term unless otherwise agreed with the Chair/Deputy Chair. Members attending less than 50% of meetings per annum will automatically demit after 1 year.																																																

2.4	Purpose	- Achieving a consistently high standard of colorectal cancer diagnosis, staging and intervention for the BSGAR executive committee and its wider members. - Development of a strategic and innovative approach to ensuring all BSGAR Colorectal cancer topics/pathway/policies are dealt with. - Reviewing educational initiatives delivered by BSGAR to its members and non-radiological relevant co-professional specialist interest groups. - Monitoring the output of the National CTC Academy and assessing the feasibility of assimilating this into the BSGAR Charity in line with its objects and making recommendations to the BSGAR trustees. - Ensuring that the committee cycle of business is adequately covered and all evaluated with review and monitoring of the agenda items
2.5	Decision making and quorum requirement:	- The quorum necessary for the transaction of business shall be 50% of members - Subcommittee decisions will ideally be made by consensus, but if consensus cannot be reached then a simple majority of members present will determine an outcome - The Chair will have the casting vote in the event of a tied vote - No member will have power of veto
3.	Reporting Inputs and Outputs	
3.1	Reports / minutes received (inputs/ outputs):	Inputs: Inputs to the meeting are determined by the agenda. Outputs: Actions will be determined at each meeting and shall be recorded with a responsible person/s. Work undertaken and progress on the actions should be reported back to the Subcommittee by an agreed deadline. The Subcommittee will report to the BSGAR Executive Committee and the BSGAR President, including a summary of the previous year's activity to be submitted to the BSGAR President in January of each year.
4.	Aims, Objectives and Authority	
4.1	Primary aims:	Subcommittee aims must be aligned with the Constitutional aims of the Society and the Objects of the Charitable Incorporated Organisation (CIO) for the public benefit. - The Subcommittee is focussed on achieving a consistently high standard of colorectal cancer diagnosis, staging and intervention for the benefit of patients on behalf of the BSGAR executive committee and its wider members. - The Subcommittee is responsible for the development of a strategic and innovative approach to ensuring all BSGAR colorectal cancer topics/pathway/policies are dealt with and optimised to promote the best possible care for patients.

4.2	Roles / objectives:	Subcommittee roles/objectives must be aligned with the Constitutional aims of the Society and the Objects of the CIO for the public benefit. 1. The Subcommittee is responsible for reviewing educational initiatives delivered by BSGAR to its members and non-radiological relevant co-professional specialist interest groups. 2. The Subcommittee is responsible for monitoring the output of the National CTC Academy and assessing the feasibility of assimilating this into the BSGAR Charity in line with its objects and making recommendations to the BSGAR Trustees.
4.3	Authority:	The Subcommittee is authorised by the BSGAR Executive Committee
5.	Administration Arrangements	
5.1	Secretarial support:	Minutes and action points to be recorded by the Deputy Chair, nominated member of the Subcommittee or BSGAR Administrator and disseminated for ratification by the Subcommittee.
5.2	Dissemination of papers:	Necessary papers will be distributed by the BSGAR Administrator in advance of the Subcommittee meetings.
6.	Equality Diversity & Inclusion: In conducting its business, the Group will at all times seek to promote its commitment to equality and diversity by the creation of an environment that is inclusive for both our BSGAR members including those who have protected characteristics and vulnerable members of our community.	

7	Approval	
7.1	Date approved:	Date of approval by the BSGAR Executive Committee: 29/09/2025 Date of approval by BSGAR Board of Trustees 12/04/2026
7.2	Date for review:	Date for review to be determined by the BSGAR Executive Committee

Adopted by the BSGAR Executive Committee 29 September 2025

Registered Charity Number: 1208678

Registered Address: BSGAR, The Royal College of Radiologists, 63 Lincoln's Inn Fields, London, WC2A 3JW