BSGAR Membership and Diversity Subcommittee

TERMS OF REFERENCE

Sept 2025- Sept 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
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 and Rules:**	BSGAR membership is desirable for consideration on the Subcommittee. The Subcommittee will consist of no more than ten nominated Members, including the Membership and Diversity Officer (who will serve as chair with deputy chair selected from the other subcommittee members), BSGAR Secretary, BSGAR Liaison Officer and a Junior BSGAR representative. Associate Member/Radiographer representative and an Overseas Member representative are also desirable. The BSGAR President/President Elect may attend meetings (ex officio). 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. 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.

Member	Name	Role
Y	Dr Sumita Chawla	Chair & BSGAR MDS Officer, Liverpool
Y	Dr David Wilson	Deputy Chair & BSGAR Standards Officer, Bristol
y	Dr Raneem Albazaz	BSGAR President (ex-officio, Leeds
Y	Dr Ingrid Britton	BSGAR Secretary, Stoke
Y	Dr Ben Rea	BSGAR Liaison officer, Sheffield
Y	Dr Chaw Kay Khine	BSGAR Junior Rep, Bristol
Y	Dr Jonathan Perkins	BSGAR Junior Rep, Liverpool
Y	Dr Khalil ElGendy	London
Y	Dr Sananda Haldar	Bristol

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**	• Oversee and develop all membership matters and categories with a particular focus on equity, diversity and inclusion (EDI), developing the Junior Membership network and monitoring Overseas Membership • Support and guide the BSGAR Executive Committee with regards to EDI, geographic and hospital-type inclusion • Monitor BSGAR EDI performance (including the 4-yearly Membership survey), oversee the implementation of the BSGAR EDI plan and provide assurance to the BSGAR Executive Committee that EDI objectives and activities are aligned to and embedded within all BSGAR strategic objectives and activities • Support in the organisation and running of the mentoring programme
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. • Achieving a consistently high standard for patients, BSGAR and its wider members • Development of a strategic and innovative approach to ensuring all BSGAR membership and diversity related topics/pathway/policies are dealt with accordingly and for the benefit of patients • Ensuring that the membership and diversity subcommittee cycle of business is adequately covered and all evaluated with review and monitoring of the agenda items
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. Specific roles of individual members, if any, to be determined by the needs of the Subcommittee.
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