

BSGAR Training & Education

Subcommittee

TERMS OF REFERENCE

June 2026- June 2029

(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:	Membership composition and number of members to be determined by the needs of the Subcommittee to a maximum of 10 ordinary members plus the current Education Officer(s) and Junior Representative(s). 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.

		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></td><td>Dr Hannah Lambie</td><td>Chair</td></tr> <tr> <td></td><td>Dr Sophie Cheshire</td><td>Deputy Chair</td></tr> <tr> <td></td><td>Dr Charles Carder</td><td></td></tr> <tr> <td></td><td>Dr Emma Helbren</td><td></td></tr> <tr> <td></td><td>Dr Joe Mullineux</td><td></td></tr> <tr> <td></td><td>Dr Amy Nixon</td><td></td></tr> <tr> <td></td><td>Dr Laura Pendower</td><td></td></tr> <tr> <td></td><td>Dr Dush Shetty</td><td></td></tr> <tr> <td></td><td>Dr Sophie Shilston</td><td></td></tr> <tr> <td></td><td>Dr Josh Shur</td><td></td></tr> <tr> <td></td><td>Dr Sharan Wadhwani</td><td></td></tr> <tr> <td></td><td>Dr Li Wong</td><td></td></tr> <tr> <td></td><td>Dr Chaw Kay Khine</td><td>BSGAR Junior Rep</td></tr> <tr> <td></td><td>Dr Jonathan Perkins</td><td>BSGAR Junior Rep</td></tr> </tbody> </table>	Member	Name	Role		Dr Hannah Lambie	Chair		Dr Sophie Cheshire	Deputy Chair		Dr Charles Carder			Dr Emma Helbren			Dr Joe Mullineux			Dr Amy Nixon			Dr Laura Pendower			Dr Dush Shetty			Dr Sophie Shilston			Dr Josh Shur			Dr Sharan Wadhwani			Dr Li Wong			Dr Chaw Kay Khine	BSGAR Junior Rep		Dr Jonathan Perkins	BSGAR Junior Rep
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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	- Responsible for organising the BSGAR teaching programmes for residents and consultants. - Chair and facilitate the BSGAR teaching sessions. - Support the BSGAR Junior Reps in organising the Resident Study Day. - Plan, organise and deliver other educational activities that are deemed beneficial to the society (eg Christmas lectures, ad hoc study days).																																													
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 specific primary aim of the Subcommittee is the advancement of education and training in GI radiology.
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. The roles/objectives of the Subcommittee are to continuously improve the education and training in GI radiology to BSGAR members and the wider Radiology community.
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