

## BSGAR Subcommittees

### TERMS OF REFERENCE

Sep 2024- Sep 2027

Version 1 ( to be reviewed every 3 years)

<b>1.</b>	<b>Accountability Arrangements and Key Relationships</b>	
<b>1.1</b>	<b>Accountable to:</b>	BSGAR Trustees
<b>1.2</b>	<b>Key relationships with other groups:</b>	<p>BSGAR Executive Committee***  <a href="mailto:office@BSGAR.co.uk">office@BSGAR.co.uk</a>            BSGAR Members            Non Radiological relevant co-professional specialist interest groups</p> <p>***must approve the Terms of Reference for a proposed Subcommittee</p>
<b>2.</b>	<b>Frequency, Membership and Quorum Arrangements</b>	
<b>2.1</b>	<b>Frequency of meetings:</b>	The Subcommittee will meet at least twice a year or more often as required to carry out its duties.
<b>2.2</b>	<b>Membership:</b>	<p>Membership composition and number of members to be determined by the needs of the Subcommittee.</p> <p>BSGAR membership is desirable for consideration on a Subcommittee.</p> <p>The mechanism for appointment of, or selection of, Subcommittee members is to be specified.</p> <p>The composition, number and appointment/selection process for members is to be reviewed by the BSGAR Membership and Diversity Subcommittee who will pass their recommendation on the BSGAR Executive Committee for consideration</p> <p>Specific roles of individual members to be defined incl Chair, Deputy Chair, ordinary member</p> <p>Inclusion of persons who are non-BSGAR members to be justified and role defined</p> <p>BSGAR President may attend meetings.</p> <p>Other individuals may attend meetings at the request of the Subcommittee, or if their request is agreed by the Subcommittee Chair/Deputy Chair.</p>

		<p>Term of Office will be for 2 years and extendable by a further 2 years by agreement</p> <table border="1"> <thead> <tr> <th>Member</th> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Member	Name	Role																														
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2.3	<b>Required attendance of members:</b>	All members are required to attend a minimum of 66% of meetings unless otherwise agreed with the Chair/Deputy Chair																																	
2.4	<b>Purpose</b>	<ol style="list-style-type: none"> <li>1. The Group is focussed on achieving a consistently high standard for BSGAR committee and its wider members.</li> <li>2. The Group is responsible for the development of a strategic and innovative approach to ensuring all BSGAR related topics/pathway/policies are dealt with.</li> <li>3. The Group is responsible to ensure that the committee cycle of business is adequately covered and all evaluated with review and monitoring of the agenda items</li> </ol>																																	
2.5	<b>Decision making and quorum requirement:</b>	<p>The quorum necessary for the transaction of business shall be 50% of members</p> <p>Subcommittee decisions will ideally be made by consensus, but if consensus cannot be reached then a simple majority of members present may determine an outcome</p> <p>The Chair/Deputy Chair will have the casting vote in the event of a tied vote</p> <p>No member will have power of veto</p>																																	
<b>3. Reporting Inputs and Outputs</b>																																			
3.1	<b>Reports / minutes received (inputs/ outputs):</b>	<p><b>Inputs:</b></p> <p>Inputs to the meeting are determined by the agenda</p> <p><b>Outputs:</b></p> <p>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</p> <p>The Subcommittee will report to the BSGAR Executive Committee and the BSGAR President</p>																																	

4. Aims, Objectives and Authority		
4.1	<b>Primary aims:</b>	<p>To be determined by the needs of the subcommittee</p> <p>Note : Subcommittee aims must be aligned with the Constitutional aims of the Society viz The Objects of the CIO, for the public benefit, are to relieve sickness, to protect and preserve the health of the public and to advance education and research into the care of patients with abdominal disease in particular but not exclusively by (1) providing a forum for imaging, intervention and research ensuring the useful results of any research are disseminated to the public, (2) improving practice and development of gastrointestinal and abdominal radiology; and (3) the education and training of radiologists and other medical professionals in gastrointestinal and abdominal radiology.</p>
4.2	<b>Roles / objectives:</b>	<p>Specific roles of individual members, if any, to be determined by the needs of the Subcommittee</p> <p>Objectives to be determined by the needs of the Subcommittee</p> <p>Note : Subcommittee aims must be aligned with the Constitutional aims of the Society viz The Objects of the CIO, for the public benefit, are to relieve sickness, to protect and preserve the health of the public and to advance education and research into the care of patients with abdominal disease in particular but not exclusively by (1) providing a forum for imaging, intervention and research ensuring the useful results of any research are disseminated to the public, (2) improving practice and development of gastrointestinal and abdominal radiology; and (3) the education and training of radiologists and other medical professionals in gastrointestinal and abdominal radiology..</p>
4.3	<b>Authority:</b>	The Subcommittee is authorised by the BSGAR Executive Committee
5. Administration Arrangements		
5.1	<b>Secretarial support:</b>	Minutes, notes and action points to be recorded and disseminated, following ratification, by the BSGAR administrator for ratification by the Subcommittee
5.2	<b>Dissemination of papers:</b>	<p>Necessary papers will be distributed by the BSGAR administrator in advance of the Subcommittee meetings</p> <p>Minutes, notes and action points to be disseminated by the BSGAR administrator following ratification by the Subcommittee</p>
6. Equality Diversity & Inclusion:		
<p>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.</p>		

7	Approval	
7.1	<b>Date approved:</b>	Date of approval by the BSGAR Executive Committee _____ Date of approval by BSGAR Board of Trustees _____
7.2	<b>Date for review:</b>	Date for review to be determined by the BSGAR Executive Committee

***Adopted by the BSGAR Executive Committee 18 September 2024***