

## **Research Committee – Terms of Reference**

### **Chairman**

Appointed by Council.

Term of Office – 4 years.

Ex-Officio Member of Council.

### **Committee Composition**

The Chairman (4 years) – Professor Tim Davis

The President (1 Year) – Mr Rupert Eckersley

The Honorary Secretary (3 years) – Mr David Warwick

The Deputy Honorary Secretary (1 year) – Mr Jonathan Hobby

The Honorary Treasurer (5 years) – Miss Sue Fullilove

Chairman of the Education & Training Committee (4 years) – Mr Dan Brown

Chairman of the Audit Committee (3 years) – Miss Sue Fullilove

6 Elected Committee Members

### **Purpose of the Committee**

To advance and facilitate research and audit amongst the membership of the BSSH.

### **Meetings**

The Committee will meet 3-4 times a year. There will be 2 major and 2 minor meetings each year. The major meetings will be held in person. The minor meetings may be run electronically to minimise travel. Ex-officio members are not expected to attend minor meetings (although may do so if they wish). The Elected members will be expected to attend a minimum of 2 meetings a year. Failure to do so will result in removal from the committee. The date, timings and venue for the major meetings will be set by the Chair and the committee at least 1 year in advance. The minor meetings will be set with shorter notice.

### **Elected Members**

In order to ensure continuity and contribution 2 new members will be elected each year to serve for a 3-year term. The names will be chosen by the committee led by the Chair and submitted to Council for approval. Members will not typically be re-selected at the end of the 3 years unless there are particular circumstances such as the need to continue to lead on a project.

The committee should attempt to reflect the make-up of the Society in terms of numbers of Plastic/Orthopaedic surgeons and geographical mix. (This cannot be a rigid ruling but merely guidance). At least one of the elected members of Council should be on the committee to provide support in Council and to ensure a representative if the Chair cannot make the Council meeting.

Selected members will be expected to contribute to the Committee both in helping with projects and attending a minimum of 2 meetings a year. If their contribution is insufficient they may be asked to leave. If so a new member will need to be selected. In order to ensure balance one of the members of the committee may need to serve for < or > 3 years.

The Chair will be selected by Council at least 6 months prior to the departure of the incumbent Chair. Council will select from a short-list proposed by the Committee chosen from existing or recently retired Selected Members of the Committee.

### **Activities, Achievements and Aims**

Please see AGM 2015 report.

## Committee Chairmanship and Membership Terms of Office

Membership of most BSSH committees is for a period of 3 years.

For an active member:

- a) This may not be sufficient time to allow her/him to fulfil a project and;
- b) Leaving after this term may be a loss to the BSSH if her/his contribution has been exceptional.

For an inactive member this blocks a position on the committee which could be filled by a new member.

To address this it is suggested that:

- a) New members should be made fully aware of what is expected of them by the Chairman before they accept membership of the committee. For example they should attend all committee meetings (6 months notice of the dates should be given) and also complete a number of roles (i.e. supervising a group of associates performing a systematic review or an audit project, or oversee and manage the audit database) during their tenure. The demands should not be increased once the member has been appointed.
- b) Every year each member of the committee is given a **realistic** goal(s)/target(s) to complete within the year. It must not be over-onerous or beyond the demands described to the member before joining. Furthermore the Chairman must remember that members give up their free time to serve and that, overall, committee membership should be an enjoyable and fulfilling experience. However the goal/target must be sufficient to justify membership of the committee.
- c) Committee members who contribute well above the average should be invited to extend their membership by a further 2 years (to a maximum of 5 years), **provided** there is still one vacancy on the committee to allow one new member to join.
- d) The membership of members who fail to attend 2 committee meetings during a 2-year period (especially if they do not submit a typed report of their project for the meetings they miss), or do not achieve their realistic target can be curtailed by the Chairman.
- e) The Chairman must explain her/his reasons for curtailing or extending any membership to Council. He/she must provide a record of committee meeting attendance and the member's contributions before an extension or curtailment occurs.
- f) Council may wish to extend the tenure of a committee Chairman if her/his contribution has been exceptional and she/he has not completed his agenda, or it is felt the committee work would lose impetus with a change of Chairman at 3 years.

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