

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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