

BSUG Meetings COMMITTEE

Terms of reference

Aims:

To organise national and international meetings for BSUG

Committee details:

Duties of the Subcommittee Chair:

- **To ensure that the committee aims are met**
- **To organise at least one meetings sub committee meeting per year**
- **Attend at least one executive committee meeting per year**
- **In the event of being unable to attend an executive committee, the Chair will ensure that an up to date report is available to each meeting in his/her absence.**
- **To ensure appropriate minutes are kept**

Term of Chair will be for 3 years. The Chair may stand for a further 3 years if requested. This will need to be agreed by the rest of the committee and approved at the annual BSUG AGM. The Chair should indicate whether he/she wishes to stand for a second term at the end of the second year of office. This will allow the appropriate and timely appointment of a Vice-chair.

Membership (as per chair) is for 3 or 6 years. Prior to a member leaving the committee, BSUG secretary will indicate potential committee vacancy to all BSUG members by email to request applications from any interested party.

A member may leave the committee at any time, although 3 months notice would be useful to fill that position with a replacement.