

BRITISH SOCIETY OF UROGYNAECOLOGY (BSUG)

INFORMATION COMMITTEE

TERMS OF REFERENCE

PURPOSE

The aim of the information committee is to provide up to date patient information and consent advice for urogynaecological procedures

ROLES AND RESPONSIBILITIES

1. to develop and maintain patient information leaflets and keep them updated on the BSUG website.
2. to develop consent advice in conjunction with other organisations
3. to work with other organisations involved in the management of continence and prolapse to raise the profile of the society

MEMBERSHIP

Membership of the information committee is open to all active members of the Society. The size of the committee will be between 8 and 12 members. Vacancies will be advertised by e-mail notification to the membership of BSUG. Interested candidates will complete an application form. New committee members will then be chosen by a majority vote of the existing members. There may be opportunities for ad hoc committee members to participate in particular projects.

Committee members must agree to the following conditions of membership:

1. Commit to serving a term of 3 years, with a maximum extension of 1 term (3 years) on mutual agreement.
2. Maintain their BSUG membership active.
3. Attend at least 2 of the BSUG annual meetings during the 3 year term.
4. Respond to requests in a timely fashion, including attendance at teleconferences throughout the year.
5. Maintain their contact details updated.

If a member fails to meet the above requirements, he/she may be asked to step down from the committee.

TERMS OF OFFICE

1. New committee members will serve a 3-year term.
2. The term is renewable once only, unless no other nominations are available and by mutual agreement.
3. Election of a Chairperson will follow established BSUG procedures.
4. The Chair will serve a 3-year term, renewable once only.
5. The number of officers elected each term will be determined by the number of open positions required.

REPORTING PROCESS

Committee members will report to the Chair.

The Chair of the committee will report to BSUG Executive committee.

The responsibilities of the committee members, including the Chair, include communication and liaison with the Executive committee and other BSUG subcommittees as appropriate for the performance of their duties.

MEETINGS

Information Committee meetings will be held two or three times a year by teleconference or electronically via Skype or other teleconferencing platforms, as well as face-to-face during the BSUG Annual Meeting. Members who do not participate in at least one meeting/teleconference during the year will be asked to stand down.

February 2019