

BRITISH SOCIETY OF UROGYNAECOLOGY (BSUG)

ASSOCIATES' COMMITTEE

TERMS OF REFERENCE

PURPOSE

The aim of the Associates' Committee is to organise and run educational and networking events relevant to all associate members in Obstetrics and gynaecology including SAS/LEDs, clinical fellows, out of programme (research/other), Special Interest Training Modules (SITMs) / Advanced Training Skills Modules (ATSM) and Subspeciality trainees (SST). The Associates' Committee is also responsible for supporting and promoting interest in the sub-speciality of Urogynaecology to trainees/non-Consultant grade doctors of all grades.

The Associates' Committee also helps to support all the other BSUG committees by providing trainee representation, and thus support and associate insight into all BSUG activities.

ROLES AND RESPONSIBILITIES

1. To plan, organise and run educational events including webinars, networking meetings and events.
2. To develop and maintain educational resources on the BSUG trainee's/associates' webpage.
3. To collaborate with other associate committees to promote interest in Urogynaecology as well as raise the profile of BSUG.
4. To support and promote trainee interests across all BSUG activities.

MEMBERSHIP

Membership of the Associates' Committee is open to all Associate members of the society. The size of the committee will be between 8-12 members.

Associates who are members of other BSUG committees automatically become members of the Associates' Committee.

Core membership is made up of:

1. Chair
2. Deputy
3. Trainee/associate members of all BSUG sub-committees
4. Two to three trainees/associate members, who are just on this committee – independent of the others. Trainees/associates who are keen to help with this work, whilst other trainees/associates will be busy elsewhere.

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, overseen by the BSUG Secretary and executive who ratify appointments.

Committee members must agree to the following conditions of membership:

1. Commit to serving a term of 3 years, with a maximum extension of 6 months on mutual agreement.
2. Maintain their BSUG membership.
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. A minimum attendance of 50% of scheduled committee meetings is required to maintain committee membership.
6. Associate members must commit to participate fully in both the associates committee and any other BSUG committee they sit on as an associate member. Failure to participate in both committees fully will result in being asked to step down from both committees.
7. Maintain up-to-date contact details.
8. Maintain BSUG code of conduct.

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

TERMS OF OFFICE

1. New committee members will serve a 3-year term.
2. Term ends once training is completed OR they move onto consultant posts, regardless of duration
3. The term is not renewable. Extensions can be granted, by mutual agreement, for further six months to allow completion of work or to cover any unfilled vacancies on the committee.
4. Election of a Chairperson will follow established BSUG procedures.
5. The Chair will serve a 3-year term only. An extension of one year could be considered in exceptional circumstance and after agreement by the BSUG exec.
6. The number of officers elected each term will be determined by the number of open positions required.
7. Any member will automatically step down as soon as they become a consultant.

REPORTING PROCESS

Committee members will report to the Chair.

The Chair of the committee will report to BSUG Executive committee/named exec responsible for oversight of the Associates' 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

Associate Committee meetings will be held two or three times a year by teleconference or electronically, as well as face-to-face during the BSUG Annual Meeting. Members who do not participate in at least 50% of meetings/teleconference during the year will be asked to stand down.

ELIGIBILITY

Any Associate who is a member of BSUG is eligible to apply for any of the associate roles within BSUG.

Applicants for Chair or Vice Chair of the BSUG Associates' Committee must already have experience of serving on and active engagement within the committee, and have demonstrated leadership roles in training.