**Primary Care Respiratory Society UK**



**Terms of Reference**

**Affiliated Group Leaders Committee**

**Definition**

The affiliated group leaders committee is responsible for the development and implementation of the PCRS-UK affiliated groups programme and is accountable to PCRS-UK Executive and ultimately to the PCRS-UK Trustees.

**Composition**

The affiliated group leaders committee shall consist of between 4 and 8 members, appointed by PCRS-UK Executive. All members should be experienced affiliated group leaders. Ideally there will be representation from all four UK nations. All members of the affiliated group leaders committee must be members of PCRS-UK. The group will be chaired for at least the first year by the PCRS-UK Nurse Lead / Vice Chair. Thereafter a Chair shall be appointed from within the group.

The PCRS-UK Operations Director will act as secretary to the Committee and provide administrative support.

**Remit and Responsibilities**

* Formulating an agreed strategy and business plan for the development of PCRS-UK affiliated groups in line with the overall PCRS- UK business plan for approval by the PCRS-UK Executive
* Supporting the PCRS-UK CE to secure the funding and other resources required to deliver the agreed strategy and business plans
* Implementing the approved annual business plan reporting progress and any deviations to the PCRS-UK Executive
* Identifying and responding to business opportunities as they arise, seeking approval from the PCRS-UK Executive for any activity outside the agreed business plan
* Identifying and recommending to the PCRS-UK Executive suitable candidates for membership of the affiliated groups management group and managing the appointment process
* Allocating responsibilities within the Team for the elements of the affiliated groups programme
* Serve as the faculty to deliver the programme, in particular the agreed events
  + Ensuring all PCRS-UK affiliated groups activities are conducted in line with agreed PCRS-UK strategic direction and policies / procedures, including
    - All affiliated groups materials approved by the affiliated groups management group Chair (or his/her deputy) and the PCRS-UK Chief Executive
    - Letters of agreement in place with all speakers, facilitators and authors contracted to deliver part of the respiratory leaders programme
    - All expenditure in line with the agreed budget or authorised by the PCRS-UK CE in advance of any commitment being made

All members of the affiliated group leaders committee are expected to abide by the PCRS-UK code of conduct.

**Appointment Process and Terms of Office for affiliated group leaders committee member**

These shall be compatible with the agreed PCRS-UK guidelines (see appendix 1).

**Removal of Affiliated group Members**

Any member of the Affiliated group shall cease to hold office if he / she:

* ceases to be a member of PCRS-UK
* becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
* resigns his/her office by notice to the Chair, PCRS-UK Affiliated group or in the case of the Chair by notice to Chair, Trustees
* is absent without the permission of the affiliated group from two consecutive meetings and the affiliated group resolve that his/her office be vacated
* Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the affiliated group to resign. The member concerned may appeal to the Trustees.

**Affiliated Group Proceedings**

The Affiliated group shall meet at regular intervals via teleconference to develop the affiliated group meeting programme.

A meeting of the affiliated group may be held in person or by suitable electronic means agreed by the members in which, all participants may communicate simultaneously with all other participants.

A quorum of the affiliated group shall be two*.*

Decisions made by the affiliated group shall be by simple majority verdict unless otherwise specified in these terms of reference. All elected affiliated group members shall have equal voting rights. In the event of there being a tied vote, then the Chair will have an additional casting vote.

Conflicts of interest will be declared at the start of each meeting in line with PCRS-UK conflict of interest policy.

All Affiliated group meetings are to be minuted, with the minutes to be presented at the next Affiliated group meeting, and ratified by the Affiliated group as agreed, and then signed by the Chair. Draft minutes approved by CE and Chair are to be circulated within 2 weeks of an Affiliated group meeting and presented at the next affiliated group meeting. Any changes to the minutes are to be communicated to the affiliated group members within two weeks of the minutes being ratified.

**Expenses**

Travel costs payable to the individual and locum costs payable to the practice will be reimbursed for Affiliated Group members attending Affiliated Group Meetings. An honorarium may be claimed in lieu of a locum fee as follows, GPs: £400 per full day, nurses: £300 per full day. Expenses will be paid upon presentation of a completed PCRS-UK expenses claim form. Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at standard class upon presentation of a valid receipt. Locum costs will be paid upon receipt of an invoice from the practice.

**Agreed by PCRS-UK Executive: June 2017**

**Approved by Trustees: June 2017**

**Next Review Date: June 2020**

**Appendix** - **PCRS-UK Guidelines**

**Appointment to Committees / Working parties**

* Clear criteria (skills, experience) identified for the position to be appointed
* Consideration is given to the most likely / appropriate source of candidates
  + Candidates should normally be full members of the PCRS-UK: however the need for specific skills /experience may require candidates from outside the PCRS-UK membership. Such candidates would be appointed in an advisory capacity’ and would not have voting rights on the Committee
* The proposed recruitment process should be agreed with the PCRS-UK RDG Chair / CE and may include one of more of the following:
  + Advertising to PCRS-UK membership
  + Advertising beyond the membership (cost effectiveness however must be borne

in mind)

* + Identification of individuals from the ‘succession planning’ database
  + Identification of candidate via PCRS-UK member contacts
* Open, transparent advertising processes are to be encouraged but should not be mandatory if a well matched candidate for the role is already known (and there are unlikely to be others within the wider membership) and / or the appointment is part of the wider PCRS-UK succession / development plan
* Formal short listing and interviewing processes (against transparent criteria) should be used where there is more than one candidate for the role
* All candidates should be asked to provide a supporting statement (and CV) confirming their interest in the role
* Recommended candidate with supporting rationale is put to PCRS-UK RDG for approval

**Terms of Office**

* Appointments to committees are normally made for a period of 3 years (shorter appointments may be made in agreement with the Committee Chair/lead)
* Appointments are reviewed towards the end of the 3 year period and if deemed appropriate/desirable by the Committee/individual can be recommended for renewed for up to a further 3 years
* All re-appointments must be approved by the PCRS-UK RDG and must take account of the wider PCRS-UK ‘succession plan’ (Committee Chairs/leads should check with Succession Planning Working Party before negotiating re-appointments)
* There should be no limit on the number of times an individual is re-appointed to a Committee, provided the Committee and PCRS-UK RDG are convinced they are adding unique value and are not putting a barrier in the way of new people joining the Committee.