

## **Standing Orders - Associate Fellows' Group (AFG) Committee**

December 2017 – review in 2 years

### **1. Membership:**

- 1.1. There are two Associate Fellows' Representatives elected to Council
- 1.2. Ideally one should be a 'senior' AF to represent experienced SAS grades
- 1.3. Ideally one should be an SAS grade of less than 10 years standing to represent newer Associate Fellows
  - 1.3.1. They will be elected using the normal BAOMS electoral process
  - 1.3.2. They shall be Associate Fellows of BAOMS
  - 1.3.3. Both Associate Fellows' Representatives will be full voting members of BAOMS Council
  - 1.3.4. Their role shall last 3 years
  - 1.3.5. After 3 years an election will take place
  - 1.3.6. Both AF Representatives shall be eligible to stand for a second (three-year) period of tenure.
  - 1.3.7. Normally an Associate Fellow will not spend more than 6 years in a single role.
  - 1.3.8. AF Group shall be responsible to Council through the AF Representatives
- 1.4. Other members of the AFG Committee shall be recruited and appointed the AF Representatives, membership of which shall last for 3 years and may include:
  - 1.4.1. ECPD/Medical Education lead
  - 1.4.2. Job plan/Appraisal lead
  - 1.4.3. Lead for links to other professional organizations BDA/BMA/BAOS/BSOM
  - 1.4.4. Private practice lead
  - 1.4.5. Web/Social Media lead
  - 1.4.6. Complaints and grievance lead

### **2. Reporting:**

- 2.1. AF Representatives shall provide a written report on their respective activities to Council at each of the Council meetings. This could be in the form of a combined report.
- 2.2. AF Representatives must ensure that a permanent record (cabinet/action minutes etc) of AFG meetings held is maintained.
- 2.3. Reports of activity of the AFG will be posted on the BAOMS website for all the membership to see.

### **3. Annual Forward Plan**

- 3.1. In December of each year the AF report will include a 12 month forward plan
- 3.2. An outline plan for the next 3 years will also be presented

### **4. Activities and Links:**

- 4.1. The senior AF Representative will create material for senior SAS grades.
- 4.2. The newer AF Representative will create material for newer SAS grades
- 4.3. The AF Representatives will also create links to all the Sub-Committees within BAOMS
- 4.4. AFG will work closely with all of these to collate and generate material for the benefit of the Association and its members.

### **5. Meetings:**

- 5.1. A general meeting of the AFG will take place during the BAOMS ASM and shall be open to all members of the AFG
- 5.2. If a vote is required during the general meeting it will normally be by a show of hands of AFs in good standing.
- 5.3. The AF Representatives will agree between them who will chair these meetings (and may alternate) and shall ensure that further meetings are arranged as often as necessary but not less than one additional meeting per year.
- 5.4. This additional meeting will be on an appropriate theme for the development of Associate Fellows
- 5.5. Meetings should normally be held to facilitate appropriate reporting to Council.

### **6. Terms of reference:**

- 6.1. Committees shall advise Council on relevant matters and respond to policy agreed and directed by Council and the Association with particular reference to the scope of practice of Associate Fellows within OMFS.
- 6.2. This will include both NHS and private practice.
- 6.3. To develop and post content on the AFG area of the BAOMS Website