

## **Standing Orders for BAOMS Council, BAOMS Trustees Meeting and Endowments Sub-Committee 2018-20**

Agreed BAOMS Council March 2017, updated September 2018 – review in 2 years

### **Introduction**

BAOMS Council, BAOMS Trustees and Endowments Sub-committees are defined within the Memoranda and Articles of the Association.

Standing Orders (SOs) provide some more detail of the working of these important committees and direction / guidelines for those attending.

The membership is in two groups. The first, the core group, are expected to attend every Council meeting. The second group - 'extended members' - are welcome and encouraged to attend

- where there are agenda issues to which they could meaningfully contribute
- where they sometimes may be required to attend by Council.

### **Timing of Council Meetings and Endowments Sub-Committee Meetings**

BAOMS Council meetings take place 4 times per year in Spring (March), Summer usually alongside the ASM, in Autumn (September/October), and Winter (December).

The Endowments Sub-Committee meets immediately before the Spring and Autumn Council Meetings.

### **Minutes and Action Points**

Draft minutes will be generated within 4 weeks of meetings and circulated initially to the office holders, and shortly thereafter to all members of Council (core and extended). Final minutes will be posted on the Members Section of the BAOMS website. Minutes are formally signed off at the subsequent Council meeting - subject to approval.

### **Requirement for Members of BAOMS Council to have active involvement in their roles**

All members of Council, by accepting their positions on Council, also accept potential specific roles (portfolios) which they may be allocated. They should respond promptly to e-mails or other communications whether from the BAOMS Office or any other member of Council. If a delay of more than a week is anticipated (holidays etc), the BAOMS office should be informed. Delays in communication cause delays in action and reduce the efficiency of BAOMS in serving its members.

Elected members of Council will have portfolios allocated and will be responsible for progress and delivery on the specific portfolio. They are expected to generate a forward plan for their portfolios and review their activity at the time of the December Council meeting, ideally in an annual written report &/or as a personal appraisal (see below).

Members of Council should attend all meetings possible. They should send formal apologies when unavailable.

Reports should be submitted to BAOMS Office in advance of the meeting even if not attending personally / tendering apologies.

Core members of Council who are unable / unwilling to fulfil the roles allocated to them by Council or consistently miss meetings / report delivery may be asked to consider standing down to allow election of suitably motivated replacements.

## Annual Self-Appraisal and individual appraisals.

All unpaid members of the BAOMS team are expected to complete an annual self-appraisal/review with a mid-year mini-review based on their work for the Association. The main objective of these reviews is to highlight the work done for our members by the BAOMS team but it will also ensure that BAOMS is supporting all those working for the Association. These documents should include 'Action Points' delivered as well as any other initiatives / innovations - and indicate any resources or support they might need from the Association.

## Trustees' Meeting

As a Charity, the Trustees of BAOMS have specific duties, mostly financial but also administrative. They are governed by the provisions of the Charities Act and other legislation, and are *personally* accountable for the business side of the Association.

The Trustees meet on the afternoon before the Spring, Autumn and Winter meetings of Council. Non-Trustees are welcome to attend these meetings as observers, provided they give notice of their attendance.

## Trustees list

The Trustees are expected to attend every Trustees meeting. A quorum will be four Trustees.

Post	Voting	Trustee
Chair of BAOMS	No	No (attends as observer)
Deputy Chair (when appointed)	No	No (attends as observer)
President	Yes (casting)	Yes
Vice President	Yes	Yes
Immediate Past President	Yes	Yes
Hon Secretary	Yes	Yes
Hon Treasurer	Yes	Yes

## BAOMS Council

Is responsible for the management of the business of the Association. BAOMS Council exercises all the powers of the Association and is its executive body. A quorum is 8 voting members.

## Core Group BAOMS Council

The core group, are those who are expected to attend every Council meeting.

Post	Voting	Trustee
Chair of BAOMS	No	No (attends as observer)
Deputy Chair (when appointed)	No	No (attends as observer)
President	Yes (casting)	Yes
Vice President	Yes	Yes
President Designate	Yes	No
Immediate Past President	Yes	Yes
Hon Secretary	Yes	Yes
Hon Treasurer	Yes	Yes
Editor of BJOMS	Yes	No
Chair Consultant & Specialists	Yes	No
Deputy Chair Consultant & Specialists	Yes	No
FiT Group Chair	Yes	No
FiT Group Deputy Chair	Yes	No
JTG and members Chair and Deputy Chair (one vote)	Yes	No
Associate Fellows representative	Yes	No
Associate Fellows representative	Yes	No
Elected Members of Council (6)	Yes	No

Members of the core group are expected to attend all Council meetings. If a core member attends less than 3 meetings per year their attendance will be discussed as part of their annual appraisal.

### Extended Members of BAOMS Council

Extended Members are welcome to attend especially where there are agenda issues to which they could meaningfully contribute. Extended Council members may sometimes be required to attend by Council. When not requested to attend, they should give notice of their wish to attend.

Extended members of BAOMS are *non-voting* members of Council.

Chairs of Sub-Committees who are not already listed above

Chairs and Deputy Chairs of SSIGs and Mini-Groups

BAOMS Web Editor

RSPAs and BAOMS Regional Reps (Ireland, Scotland)

Chief Executive of Saving Faces/Chair of NFORC

### Endowments Sub-committee

The Endowments Sub-committee oversees the award of clinical and research grants and prizes in accordance with the Memorandum of Association in a manner agreed by the Council. This gives Endowments a key role in the function of the Association, and a duty to disburse funds in accordance with our Charitable and Educational objectives - these are defined in our Mem & Arts.

Endowments Sub-committee meets immediately before the Spring and Autumn meetings of BAOMS Council and is chaired by the Honorary Treasurer, or in their absence in order of precedence by the President, Vice-President or a Council member elected by the Sub-Committee. The Chair of Endowments will present the results of the sub-committees deliberations to Council for their approval. Its recommendations for funding and/or prizes can be accepted or rejected by Council. A quorum will be 7 members.

Draft minutes and action points of Endowments meeting will be made available to members of the Endowments Sub-committee and core/extended members of Council as soon as they are available.

Applications for funding should be made on the appropriate forms, in the correct format and following the clear timetable. Late, incomplete or retrospective applications cannot be considered.

### Core Group BAOMS Endowments Sub-Committee

Post	Voting	Post	Voting
Hon Treasurer (Chair – Casting Vote)	Yes	Editor of BJOMS	Yes
Chair of BAOMS	Yes	Nominated Elected Member of Council	Yes
Deputy Chair (when appointed)	No	BAOMS/RCS research lead	Yes
President	Yes	Chief Executive Saving Faces	Yes
Vice President	Yes	FIT Group Chair / deputy Chair	Yes
President Designate	Yes	Junior Trainees and Members' Rep	Yes
Hon Secretary	Yes	Lay Representative	Yes
Immediate Past Honorary Treasurer	Yes		

Members of the core group are expected to attend all Endowments Sub-Committee meetings. If a member attends less than 3 meetings every 2 years their attendance will be discussed as part of their annual appraisal.

Core members of BAOMS Council are welcome to attend Endowments Sub-Committee meetings as observers. If they wish to attend, they should give advance notice of this wish to the Chair so that numbers at the meeting can be managed appropriately. Additional individuals may be co-opted onto the Committee as observers/advisors if their expertise is needed.

### Other Sub-Committees

Other Sub-Committees have been asked to draft individual Standing Orders which will be reviewed separately. In addition to the Sub-Committees mentioned in the Mem and Arts, Council has the power to appoint standing or other Sub-Committees, Working Parties etc as necessary and any other member of the Association may be appointed to these committees. The President, Honorary Secretary, Honorary Treasurer and the Chair of Council shall be members of *all* such committees.

## **Travelling expenses**

When all members of Council travel we would ask them to remember that their expenses are refunded using our members' subscriptions. As meeting dates are planned many months in advance, we encourage people to use economical travel options.

The Honorary Treasurer and our auditors have to monitor our expenditure on travel as part of our 'due diligence' as a charity.

We realise that, very occasionally, clinical commitments may mean that you may not be able to travel on the "fixed" advanced (cheap) booking. If this happens, we can refund both tickets.

The trial of using Key Travel where all travel is booked via this agent has worked well and we intend to use this process in future for all air and rail travel.

For non-rail/air travel and other expenses these will be reimbursed to your bank account directly by the BAOMS office staff against receipts (ideally submitted within 4 weeks). The receipts are needed by our auditors, so we are quite strict on this and will not usually refund expenses without receipts. To receive refunds to your bank account you must complete a BACS form. If the amounts are small, the office may roll a few payments together to reduce both bureaucracy and transaction costs to the Association.

### **Rail and air travel – Key Travel Indigo Group**

This is booked using the on-line or telephone service provided by Key Travel (travel agents for the Royal College of Surgeons, England). Although not always the cheapest form of travel (e.g. there is a booking fee for rail travel using Train-Line and an additional fee if booked by telephone) the time saved for the BAOMS office staff makes up for these differences.

The staff at Key Travel are happy to provide advice and support for the online system and they should be contacted rather than the BAOMS office staff. The first time you use Key Travel, the BAOMS office will have to confirm that you are an 'authorised' BAOMS user.

Please use standard class travel for all train journeys of less than 90 minutes and book in advance for first class travel to get the best rates.

Once your email has been registered with Key Travel, to begin to use the online booking service please follow these instructions:

1 go to the Key Travel website via this URL <https://www.keytravel.com/uk/login?RedirectTo=https://www.keytravel.com/uk/my-travel/booking-online>

2. Enter your email address\* and create a password by clicking "I am registered with Key Travel but do not have a password yet"

3. You will receive an email with a link to create a memorable password, then you will be set up to book train and short haul air travel onto the BAOMS account. There will be an option for you to pay by card or on account – please choose the 'on account' option unless you are booking your own personal travel.

\*please use the email that you have received this message on.

If you have any issues with the online booking service at all then please do phone the Key Travel Indigo Team – their details are attached. Please aim to book your travel via their online booking service rather than over the phone.

## **Key Travel Indigo Team Contact Details**

Your dedicated reservations team is the Indigo Team and they can be contacted on: 020 7843 2571 and indigo@keytravel.com

24 Hour Emergency Contact Number	+44 (0)20 7843 9602	
Visas and Passports	020 7843 9678	visa@keytravel.com
European Rail/International Rail, Eurotunnel and Ferries	0161 819 8940	rail@keytravel.com
Online Technical Support	0844 335 0260	online@keytravel.com

## **Other Travel Expenses**

### **Car Travel**

For all engine sizes a mileage allowance of 45p will be paid for journeys of up to 100 miles. Over 100 miles fuel receipts will be reimbursed.

### **Rail Travel**

If not booking through Key Travel (and indeed also when booking through Key Travel) please book ahead and use Advance tickets if possible. Remember if you book ahead and, through an unexpected change in circumstances, you are forced to change and buy an extra ticket, we will refund the price of both tickets. Well planned travel should mean such changes are very rare. Please remember that First/Business Class travel will only be refunded for journeys exceeding 90 minutes.

### **Airfares**

The cheapest reasonable tickets should be booked. For international flights Key Travel may not be the cheapest but are worth phoning for advice. If the difference is significant, please book the flight yourself and apply for a refund with your receipt in the usual way.

### **Bicycle Journeys**

Mileage will be reimbursed at 20p per mile (the standard NHS rate).

**London taxis will not be refunded** - public transport rates to and from station will be refunded.

### **Travel and Other Expenses for Sub-Committee meetings**

Meetings should normally be via teleconference where possible. However, if that is not possible then please ensure that off peak tickets are used and travel is organised through Key Travel (see above).

Expenses to be submitted with receipts within 4 weeks.