

**Standing Orders – The Consultants and Specialists’ Sub-Committee**  
December 2017 – review in 2 years

**1. Membership:**

- 1.1. Chair and Deputy Chair
  - 1.1.1. Chair and Deputy Chair will be elected using the normal BAOMS electoral process
  - 1.1.2. They shall be Fellows of BAOMS
  - 1.1.3. Both Chair and Deputy Chair are full members of BAOMS Council
  - 1.1.4. Their role shall last 3 years
  - 1.1.5. After 3 years an election will take place
  - 1.1.6. Chair and Deputy shall be eligible to stand for a second (three-year) period of tenure.
  - 1.1.7. Normally a Fellow will not spend more than 6 years in a single role as Chair or Deputy Chair
  - 1.1.8. Committee shall be responsible to Council through the Chair / Deputy
- 1.2. Other members of the CSG shall be recruited and appointed by the Chair and Deputy Chair and may include:
  - 1.2.1. RSPA/national representative lead
  - 1.2.2. Web lead
  - 1.2.3. Social Media lead
  - 1.2.4. BMA lead
  - 1.2.5. Private practice lead
  - 1.2.6. Job plan lead
  - 1.2.7. Revalidation lead
  - 1.2.8. Complaints and grievance lead

**2. Annual Forward Plan**

- 2.1. In December of each year the CSG Report will include a detailed 12 month forward plan
- 2.2. An outline plan for the next 3 years will also be presented

**3. Reporting:**

- 3.1. Chair shall provide a written report to Council at each of the Council meetings.
- 3.2. Chair must ensure that a permanent record (cabinet/action minutes etc) of meetings held is maintained.
- 3.3. Reports of activity of the CSG will be posted on the BAOMS website for all the membership to see.

**4. Activities and Links:**

- 4.1. The Regional Specialty Professional Advisors (RSPAs) and BAOMS representatives in Ireland and Scotland will have a key role in the work of the CSG.
- 4.2. The CSG will also create links to all the Sub-Committees within BAOMS
- 4.3. CSG 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 Consultants and Specialists’ Group will take place during the BAOMS ASM and shall be open to all members of the CSG
  - 5.1.1. If a vote is required during the general meeting it will normally be by a show of hands of BAOMS Fellows in good standing.
- 5.2. Chairmen shall ensure that further meetings are arranged as often as necessary but not less than once additional meeting per year.
- 5.3. This additional meeting will be on an appropriate theme for the development of consultants and specialists
- 5.4. 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 Consultants and Specialists within OMFS.
- 6.2. This will include both NHS and private practice.
- 6.3. To develop and post content on the Consultants and Specialists’ area of the BAOMS Website