**BOA Committee Structure**

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| **Committee Name** | **Education and Careers Committee** |
| **Type** | Standing Committee |
| **Purpose** | Support the BOA strategy and the career and professional development of current and future T&O surgeons and allied health professionals in order to raise the standard of clinical care and patient safety.  Develop and deliver a comprehensive programme of activities for BOA members that will enhance their portfolios and support revalidation e.g. Annual Congress and Instructional Courses.  Develop new and innovative ways of delivering educational content that will attract and engage future T&O surgeons. |
| **Scope** | **Oversight/planning/evaluation of BOA activities:**   * Courses and events * Fellowships and similar opportunities * UKITE (UK In-Training Exam)   **Careers**   * Activities to promote careers in T&O, and women/minorities in T&O * Engagement with Medical Students and trainees * Activities to support the development of the wider surgical team. * Education for life. * Shape of careers.   **Topics and issues**   * Trainee and training issues UK wide * Curriculum/SAC (Specialty Advisory Committee) liaison * National Selection * Political issues: e.g. shape of training, credentialing * New developments in education and training: e.g. simulation/AI   **Funding and sponsorship**   * Identify opportunities for maximising support of the development of BOA training and education services |
| **Authority** | * The Education and Careers committee will devise and deliver strategies and projects in support of the approved BOA strategy. * Council (trustee only) is responsible for the overarching governance and financial approval of the work of all committees. * All new initiatives or significant changes to ongoing projects should be developed within the committee and proposed/recommended to Council for consideration and approval. * All publications/position statements/standards documents should be presented to Council for approval before publication. * Where necessary the Executive group, on delegated authority from the Council, can provide financial approval for projects or activities. |
| **Chair and Vice Chair** | The chair will be the Honorary Secretary  *Vice-chair*  Subsequent Vice Chairs will be appointed by the Executive Group and ratified by Council, following an open application process.  Previous and existing members of the Committee are encouraged to apply. There is no longer any requirement to take one fallow year if moving from an existing Committee role into this position, interested individuals may apply directly. |
| **Membership** | * Maximum of thirteen members (in addition to the Chair and Vice Chair) * Two members of elected council * SAC Chair * BOA UKITE Clinical Lead * TPD Forum Chair * BOA Educational Advisor * One SAS member (appointed through open application) * One BOTA Rep * BOMSA President * Members by appointment, who will be asked to take up the following roles   + Lead for medical student engagement   + Lead for Courses   + Lead for Simulation     Elected Trustees of BOA Council should not apply for committee vacancies that are advertised, as there is a separate mechanism for Elected Trustees to become members of the committees.  Appointed members  The tenure of the appointment is three years, with appointments staggered in the interests of continuity, always commencing in January.  An open application process will be held:   * Using a brief person specification * With an advertisement placed in JTO and members e-newsletter   Short-listing and interviews (if necessary) conducted by a member of BOA Executive, with the Education and Careers Committee Chair and Vice-Chair.  Appointments to the committee will be ratified by elected Council.  Any appointed committee member may stand for re-appointment when their term ends without the requirement for a fallow year. If a committee member chooses to reapply, the same recruitment process will apply, with no guarantee they will be appointed. There is a maximum of two terms for any appointed committee member.  There may be circumstances where a demitting member is responsible for a major piece of work that is not completed at the time they would demit. Such circumstances are likely to be rare as succession planning should allow transfers of responsibilities. However, if a Chair wishes to extend the term of a demitting member, they would need to seek agreement from the Elected Trustees prior to the end of that member’s term. The extension should be for no longer than one year and only one person on the committee may be on an extended term at any time.  Persistent lack of attendance and/or contribution will lead to resign their membership of the Committee and any additional roles and replacement.  In attendance   * Head of Education and Programmes * Chief Operating officer (as required) * Member of the policy team for meeting administration and other staff for relevant discussion items |
| **Meeting arrangements** | * Three meetings per annum, with teleconferencing used as required * Committee meetings will often take place virtually (e.g. using Zoom), although at least one meeting per year will take place in person. There is an option to join virtually for those that need to, even for the meetings that are held in person. We do encourage committee members to attend an in-person meeting at least once per year, and these are usually held in London at the RCSEngland building * Quorum – 50% of the membership * Non-quorate meetings may still go ahead but no strategic decisions can be made * The committee will be supported by a member of the BOA staff who will draft agendas and minutes for review by the chair. |
| **Reporting** | * The committee will report to Council via the Chair. * A formal report on activities will be provided to Council at each meeting. * New initiatives and requests for projects requiring additional funding should be formally submitted to Council for approval. |
| **Resources and budget** | * A member of the BOA Office will be in attendance at committee meetings to record the minutes and to advise on any resource issues. * The budget will be set annually and informed by agreed strategic priorities. * All projects approved by Council and within budget will be managed by the committee. * Requests for projects requiring additional funding should be formally submitted to Council for approval |
| **Review** | Terms of reference should be reviewed and updated annually |