**BOA Committee Structure**

|  |  |
| --- | --- |
| **Committee Name** | **Research Committee** |
| **Type** | Standing Committee |
| **Purpose** | Support BOA strategy by driving forward work to promote and facilitate T&O research in the UK. |
| **Scope** | To construct, review and deliver the overall research agenda including the following;* Fundraising liaison with BOA Exec, Council and staff team (e.g. in identifying and developing opportunities and mechanisms to increase research income across all specialty areas and the breadth of research funding opportunities within T&O).
* Engage with and influence senior representation from the BOA Specialist Societies; Methodologists; Clinical Trials Units; Funding Bodies; Patients and Public Health to help define research priorities and promote high quality research in Trauma and Orthopaedic Surgery.
* Setting strategy for BOA research funding and overseeing the use of research grant expenditure including (currently):
	+ BOA Orthopaedic Surgery Research Centre (BOSRC)
	+ James Lind/Specialist Society sponsorship
	+ Future partnership with Versus Arthritis
	+ Royal College of Surgeons of England Surgical Trial Leads
* Provide research content for Congress
* Respond to consultations relating to research
* Increase clinical academic training opportunities for all trainees
* Promote high-quality evidence to inform policy and practice
 |
| **Authority** | * The research 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** | **Chair*** The Chair will be an eminent academic orthopaedic surgeon; who is a member of the BOA and has history of support and or contribution to BOA activities e.g. BOA Congress or past committee member.
* An open application process will be held.
* Using a formal job description and person specification;
* An advertisement will be placed in the BOA’s Journal of Trauma and Orthopaedics and a BOA newsmail.
* The Chair will be appointed by the Executive Group and ratified by Council.
* The Chair will be an Ex-Officio Member of Council
* The tenure of the appointment is three years.

**Vice Chair*** Vice Chair (an elected member of Council) will be appointed by the Executive Group and ratified by Council.
 |
| **Membership** | * Maximum eleven members (in addition to the Chair and Vice Chair)
* Two members of Council (one Exec and one elected trustee (one of which shall be the Vice Chair)
* One SAC Member (SAC Research Lead)
* One SAS member (recruited through open application)
* One Research Representative nominated by BOTA
* RCS/BOA Surgical specialty lead for Trauma
* RCS/BOA Surgical specialty lead for Orthopaedics
* RCS/BOA Surgical specialty lead for Paediatrics
* Four additional vacancies to be appointed through an open application process.

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 appointed members is three years, with appointments staggered in the interests of continuity but always starting in a January.
* An advertisement will be placed in the BOA’s Journal of Trauma and Orthopaedics and a BOA newsmail.
* Short listing and interviews (if necessary) conducted by a member of BOA Executive, the Research 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 would lead to resignation 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** | * Meetings are held three times a year with at least one held by teleconference;
* Committee meetings will often take place virtually (e.g. using Zoom), although at least one meeting 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 committee.
* Non-quorate meetings may still proceed 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 and Congress where appropriate.
 |
| **Resources and budget** | * A member of the BOA Office will be in attendance at meetings of the committee to advise on any resource issues;
* The research 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 additionally funding should be formally submitted to Council for approval.
 |
| **Review** | Terms of reference should be reviewed and updated annually |