



British Society of Paediatric Gastroenterology Hepatology and Nutrition

Chair of Endoscopy Working Group – BSPGHAN Council Member

Job description

Council Members should:

1. Hold full membership of the Society (except Council member for Associate Members and BAPS Representative) and shall serve on Council for a period of 3 years
2. Uphold the aims of the Society which are the advancement of research, clinical excellence and training in paediatric gastroenterology, hepatology and nutrition and ensure that the rules and regulations of the society are adhered to
3. Attend every Council Meeting, of which there are usually four each year. If a council member attends fewer than two meetings in a year, Council shall normally consider their membership of Council to have ceased.
4. Have Terms of reference and submit an Annual Action Plan. The AGM reports will be principally against this action plan.
5. Set an annual budget and ensure adherence to budget

Council Members Shall:

1. Prepare a report for each Council meeting in advance of the meeting
2. Prepare an annual report which must be received by the Convenor of the Society at least 21 days before AGM
3. Be point of contact with Patient and Family Partners and representatives of other professional societies
4. Provide written feedback and appraisal of guidelines, Quality Standards (eg NICE, RCPCH, NHS England) and other documents sent to BSPGHAN for consultation. Council members

may take responsibility for collating feedback on behalf of Council and submitting the response.

Other Duties and Responsibilities:

- 1. Council members will lead on review of NIHR CSG and other research and grant related reviews appropriate to their sub-speciality area**
- 2. Council members shall liaise with the web administrator and populate the relevant area of the BSPGHAN website and provide an annual update of their specific web area**

Roles and Responsibilities specific to the Council Member for Endoscopy

1. Chair the Endoscopy Working Group.
2. Organize a minimum of two formal meetings of the Endoscopy Working Group each year. These meetings must:
 - a. Satisfy the terms of reference of the group.
 - b. Be minuted in a timely and accurate way (distribution within 4 – 6 weeks).
3. Arrange a further (brief) open meeting at the annual BSPGHAN winter meeting. The details of which can be left to the discretion of the chair and working group at the time.
4. Represent the working group and BSPGHAN on JAG.
5. Nominate a member of the group to act as Vice Chair and represent the group on the CSAC (rotating post for a period of 3 years)
6. Establish and maintain effective communication mechanisms and structures with the officers and members of Council and the members of the working group.
7. Be available in a timely fashion to provide ad hoc advice in respect of endoscopy matters on behalf of BSPGHAN.

8. Through the Regional Endoscopy Leads establish, maintain and supervise a system of regional / network endoscopy groups that facilitate communication with trainees and BSPGHAN endoscopists at a local level.

This job description will be reviewed regularly and may change following consultation with BSPGHAN Council and Post Holder.

The post holder should work flexibly and together with all council members, society members and industry partners.

Health and Safety

The post holder has a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions.

Author: Dr Priya Narula, Chair EWG 2015 - 2018
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