



British Society of Paediatric Gastroenterology Hepatology and Nutrition

## **BSPGHAN Council Member**

### **Job description for Chair of the Research Committee**

#### **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 members attends fewer than two meetings in a year, Council shall normal 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
6. Maintain the financial viability of the society
7. To take part in formulating and regularly reviewing the Society's strategy

#### **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

BSPGHAN Research Group Chair Job Description

Administrator: Mrs Carla Lloyd, 5 Woodthorpe Drive, Pedmore, Stourbridge, DY9 7JX  
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Telephone: 01384 866446 (evenings)

Registered as a charity: Registration Number 299294

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

### **The Chair of the Research Committee Shall:**

1. Be experienced in clinical research. This should be evidenced by activities such as previous successful research grant applications, previous experience as PI or CI on NIHR Portfolio projects, peer-reviewed publication and supervision of post-graduate research studentships.
2. Implement the Societies Research Strategy, and develop an annual workplan for the Research Committee (see attached appendix).
3. Co-chair the meetings of the NIHR-Children Paediatric Gastroenterology, Hepatology and Nutrition CSG/BSPGHAN Research Committee. These usually consist of two face to face meetings and two teleconferences per year.
4. Represent BSPGHAN and NIHR-Children GHN Clinical Studies Group as member of the BSG Research Committee and the RCPCH Research Consultation Committee
5. Liaise with relevant charities to consider further joint funding of start-up research grants

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:	Professor Stephen Allen
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Date of next review:	July 2021