

BSSH Overseas Trainee Committee Terms of Reference

Purpose:

The overall vision of the BSSH Overseas Committee is 'To use BSSH resource to deliver maximum possible benefit for patients in need of hand surgery in the developing world'. The Overseas Trainee Committee will work alongside the main BSSH Overseas Committee to engage all trainees to develop and disseminate educational resources, and to coordinate the involvement of trainees in the wider work of the overseas committee – developing and coordinating sustainable educational and surgical projects across the developing world.

Chairman

To appoint a new chairman, expressions of interest will be sought from the current Overseas Trainee Committee. The applicant will have to indicate they have sufficient time available to commit to chairing the Trainee Committee meetings, arrange associated activities and attend main Overseas Committee meeting (or ensure alternative trainee representation). The Chairman will be a current trainee in Plastics or Orthopaedics which should ideally alternate where possible. Elections will be held by the Trainee Committee members, and the best candidate(s) will be recommended to the chairman of the main BSSH Overseas Committee.

Terms of Office

2 years, to be reviewed by the Trainee committee at 1 year, depending on requirements at the time.

Committee Composition

- Chairman
- Vice Chairman
- Elected Members
- Partner Association representatives
- Invited Members

Elected Members (3-6)

Term of office: Two years (optional extension if supported by Committee to vote to a maximum total of Three years).

To appoint new members, expressions of interest will be sought from the BSSH Associate membership. They will have to have sufficient time available to commit to attending the Committee meetings and associated activities, and be a trainee at the time of appointment.

During the period of membership failure to make a satisfactory contribution through committee work and attendance at meetings (minimum 70%) may result in termination of the appointment at the discretion of the chairman, with justification made to council. Similarly, a change in personal or

professional circumstances resulting in the inability to make the required contribution should be discussed with the chair and the appointment suspended or the member to demit as appropriate. At least one new member should be elected every two years. The committee should attempt to reflect the make-up of the society in terms of numbers of orthopaedic/plastic surgeons, geographical and demographic mix.

Committee membership will cease under the following circumstances:

1. Members reach the end of their three-year term
2. Members give written notice to the Committee regarding resignation
3. Members are voted out of the Committee due to misconduct, non-attendance etc.

Working Methods

Email and telephone. Wherever possible, taking annual leave etc. into consideration, a response should be made within seven days.

Meetings (virtual) every four to six weeks. Ideally a minimum of one face-to-face meeting per year.

Meeting times and method to be agreed in advance via Doodle poll.

General Responsibilities

- Promotion of BSSH overseas work among trainees to ensure projects are visible and accessible to all BSSH Associate members
- Develop synergistic links with similar trainee organisations
- Regular liaison with Chair of main BSSH Overseas Committee
- Development and dissemination of global hand surgery educational resources among trainees