

The British Association for Sexual Health and HIV SAS Doctors' Group

Constitution and Terms of Reference

1. Title

The title of the group shall be:

The British Association for Sexual Health & HIV Specialty and Associate Specialist Doctors' Group (The BASHH SAS Group).

2. Introduction

The BASHH SAS Group (previously named Non-Consultant Career Grade Group) was formed on 27.07.2000 with the aim of supporting SAS doctors working in sexual health and HIV

It is recognised that the SAS group of doctors as a whole contribute a huge amount to the delivery of sexual health services in the NHS. It is a disparate group, with some members working full time in sexual health, while others work as few as one to two sessions per week in the specialty. The SAS grade may be reached through diverse training pathways.

3. Membership

While the precise definition of SAS doctor by the British Medical Association (BMA) is 'staff grade, associate specialist and specialty doctors, typically 4 years post-qualification, with at least two years working in a given specialty, working mainly in the NHS ', this group welcomes any doctor who is neither a consultant nor in a training grade, including General Practitioners, providing they work in sexual health or HIV. Agreement to one's details being held on the SAS database constitutes membership. BASHH membership is not required although strongly encouraged, as the group is hosted and supported by BASHH. Committee members are required to be BASHH members.

4. Regional Representatives

The regions shall be equivalent to the BASHH regional groups. Each region is entitled to nominate one or more representatives depending on the size of the region. In cases of dispute, where more than one candidate volunteers for a representative's seat on the BASHH SAS doctors' Committee, a quorate meeting of the BASHH SAS committee will decide how to resolve the issue, taking advice from BASHH board officers if appropriate. Given that recruitment of regional representatives is difficult, it is likely that both candidates could be admitted to the Committee.

5. The Committee

There will be an Executive Committee (hereafter referred to as the Committee) to take responsibility for the effective operation of the group. The membership of the

Committee will consist of the regional representatives and an SAS representative from the Faculty of Sexual and Reproductive Healthcare.

The officers of the committee shall be:

- i. The Chair
- ii. The Secretary
- iii. The Finance Officer

The aforesaid officers shall be elected by the Committee members. Officers will hold their positions for three years after which time the Committee may elect new officers or re-elect the pre-existing officers if appropriate.

At the discretion of the officers and the other Committee members, SAS doctors who are not regional representatives may be co opted onto the Committee if they have the necessary enthusiasm and skills. It would seem unreasonable to prevent colleagues, who could otherwise make a valuable contribution to the affairs of the SAS group, from joining the Committee, merely because they are not regional representatives.

Any member of the BASHH SAS group is permitted to attend the Committee meetings. If ordinary members wish to attend a Committee meeting, they should contact their regional representative or one of the officers of the Committee for information. The date of the next meeting is usually listed in the Minutes of the previous one. Minutes of Committee meetings are posted on the BASHH website in the SAS doctors' area

6. Tenure

Regional representatives shall be appointed for three years and will be eligible for re-nomination or re-election at the discretion of the constituents. Organising this is the responsibility of the regional members: if there is dispute or disagreement, the matter should be referred to the Committee who, if they are not able to resolve the matter, will in turn refer the matter to the BASHH Secretary.

7. Arrangement for the conduct of business

Meetings shall be convened by an officer and shall be arranged by the Honorary Secretary. At least one month's notice will be given of any meeting and Committee members will be notified by email. The Honorary Secretary will forward the Agenda and Minutes of the last meeting prior to the meeting.

Minutes of the meetings of the Committee will be recorded. After the meetings these will be circulated by the Honorary Secretary for comments and will be approved by email within six weeks of the Committee meeting. After approval the Minutes will be posted on the BASHH website.

8. Chairing the meetings

The meetings will be chaired by the Chairperson or in his/her absence by one of the other officers of the Committee previously nominated by the Chairperson.

9. Quorum

Two thirds of members shall form a quorum of the Committee. If fewer than two thirds of members are present at any meeting, any important decisions will be deferred pending discussion by at least two thirds of the Committee members.

10. Decision making

Decisions of the Committee shall be reached by a simple majority of those present. The Chairperson shall have the casting vote.

11. Frequency of meetings

Meetings shall be held at least two times a year, with the option of an emergency meeting at any other time, if required. An emergency meeting can be convened by Committee members or at the request of a minimum of fifty SAS doctors who are registered on the database. An Annual General Meeting (AGM) of the group will be held at the Annual Conference, which is organised by the group. At the AGM officers of the Committee may be elected if an election is requested by at least fifty SAS group members.

12. Required frequency of attendance by members

All Committee members will be required to attend at least fifty percent of meetings (which may include the Annual Conference) per year.

13. Authority and Accountability

The BASHH SAS Group and the Committee are accountable to the BASHH Board and the BASHH Trustees. The Chairperson and Honorary Secretary will produce an annual summary of the group's activities for the BASHH Annual Report. The Chair and Finance Officer will produce an annual business report for approval by BASHH Board.

14. Role and functions

- To represent the professional interests of SAS doctors working in sexual health and HIV.
- To advise on, and offer support and advice on training/ education to members.
- To run educational conferences for SAS doctors
- To represent SAS doctors on other BASHH committees

It is not intended that the group should provide detailed employment and legal advice and SAS doctors should give consideration to joining an organisation such as the BMA for advice on these matters.

15. Groups/ subgroups /individuals that report to this committee

The following BASHH committees have SAS representatives:

1. BASHH Board
2. BASHH Education Committee
3. BASHH Clinical Governance Committee
4. BASHH National Audit Group

SAS representatives to BASHH Board and BASHH Clinical Governance Committee will be appointed by BASHH organised elections; the representatives on the BASHH Education Committee and BASHH National Audit group will be nominated by the BASHH SAS Committee. The Committee is empowered to convene sub-committees if necessary. The Committee may approve the temporary co-opting of any other members including non- medical members to assist the functioning of the main committee or any sub-committee.

16. Review of terms of reference

The constitution and terms of reference of the group will be reviewed by the Chairperson of the group in consultation with the Committee every five years. Any suggested amendment to this constitution must be notified to the Chairperson at least one month in advance of the AGM. Any amendments to this constitution will require a two thirds majority vote at the AGM to be passed for inclusion.

Date :

Approved by: _____ **Date** :

Approved by: _____ **Date** :

Dr Helen Mullan
June 2022