



BSAC

british society for antimicrobial chemotherapy

Standing Orders for Chairs and Members of BSAC Standing Committees, Working Parties and Joint Working Parties

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1 DEFINITIONS

- A *Standing committees:* to offer expert advice to the Society on matters within their terms of reference and assist with the development and execution of Society policy. Standing Committees have long-term tasks.
- B *Working Parties:* will have a defined term of existence and clear terms of reference to focus on specific issues or problems with a view to producing recommendations, reports and/or policy statements. Working parties are expected to complete their tasks in a relatively short period.
- C *Joint Working Parties:* established jointly between two or more parent organisations, one of which will be the BSAC. Will have a defined term of existence and clear terms of reference to focus on specific issues or problems with a view to producing recommendations, report and/or policy statements. These working parties are also expected to have a relatively short life span.

2 ESTABLISHMENT, COMPOSITION AND TERMS OF REFERENCE

The establishment, composition and terms of reference for standing committees are approved by Council and set down in the Regulations of the Society.

The suggestion to convene a working party or joint working party may come from an organisation, an individual (not necessarily a Member of the Society) or from Council.

Council is responsible for establishing working parties and approving their composition and terms of reference. Members of working parties will, at the first meeting, review the terms of reference and, if deemed necessary, submit revised terms of reference to the next meeting of Council for approval. At this time the working party will also submit a work plan to Council for approval. The work plan will include an outline of the method of working and time scale for submission of the working party findings/report to Council.

3 APPOINTMENT OF CHAIRS OF STANDING COMMITTEES, WORKING PARTIES AND JOINT WORKING PARTIES

Council appoints the chairs of standing committees and BSAC only working parties. Council will be involved in the nomination and approval of Chairs of joint working parties who will be members of the Society, but not necessarily members of Council.

The term of office for an appointed chair is 3 years or the expected duration of the working party. The Council must approve renewal of the term of office of the Chair for further terms.

4 APPOINTMENT OF MEMBERS OF STANDING COMMITTEES, WORKING PARTIES AND JOINT WORKING PARTIES

4a STANDING COMMITTEES

Members of standing committees are appointed for three years but may be extended to further terms. Extension of the terms of time served should be approved by the Executive on the recommendation of the chair of the committee.

The following procedure will apply for the appointment of committee members:

- nominations will be considered by the relevant committee;
- the committee will submit its recommendations for membership to Council;
- Council will consider all the nominations received together with the committee's recommendations and appoint members to the committee.

Members of standing committees will be nominated by the following methods:

- By the chair of the committee
- By existing members of the committee
- By a retiring member
- Officers may individually or collectively nominate members
- By members of Council or Executive Committee

When considered appropriate nominations may be sought via the website and the Society newsletter

Council must approve recommendations for the co-option of members and invitations to other organisations to send observers to meetings.

4b WORKING PARTIES

Members of working parties and joint working parties are appointed by Council (or the Council's of parent bodies for joint working parties) and serve for the term of the working party agreed by Council. After 3 years, the membership of working party may be reviewed by Council.

Members of working parties and joint working parties, can be nominated by the following methods:

- By the chair of the working party
- Officers may individually or collectively nominate members
- By members of Council or Executive Committee
- By members of BSAC (and/or parent organisation for joint working parties).

5 MEETINGS

Standing committees and working parties should only meet when the amount of work justifies it; consultations should be carried out by email if possible. (Consultations by email are of particular importance when the Society is seeking the advice of a committee in order to provide comments on a document, when tight deadlines are often involved).

Where possible meetings should be held at BSAC Headquarters. The Society will not usually meet the cost of overnight stays or the hiring of meeting facilities away from BSAC HQ unless prior approval has been sought from the Honorary Treasurer.

6 ADMINISTRATIVE SUPPORT

Standing committees may receive administrative support from the BSAC Secretariat.

Working parties and joint working parties are self-supporting. If thought necessary the working party will choose a Secretary whose role will be to arrange further meetings as required, take and prepare minutes, and circulate papers. In the absence of a secretary these tasks will fall to the chair of the working party.

The chair of a working party or its Secretary may propose employing secretarial or administrative assistance if deemed necessary. Council must approve requests for financial support for external secretarial support in advance, or the Councils of all parent organisations represented on joint working parties and included in the draft budget prepared at the first meeting (see Note 7).

7 FINANCIAL SUPPORT AND EXPENSES

Chairs of standing committees are required to prepare and submit to the October meeting of Council each year, a proposed budget for the forthcoming financial year (1 January – 31 December of each year). This must include details of each activity / project to be undertaken and include all associated costs.

Immediately following the first meeting of a working party, the chair must submit a draft budget to Council (or the Councils of all parent bodies for joint working parties) to be incurred by the working party. The draft budget should include details of meeting expenses (if meetings are to be held away from BSAC HQ), secretarial expenses, and all other associated costs.

The Council, with advice from the Honorary Treasurer, will agree on a grant to cover working party expenditure.

The Society will refund the reasonable costs of holding meetings, the travelling cost of members and other subsistence costs. BSAC representatives should submit claims for reimbursement using the appropriate form (available at the Society Office). Members are asked to note that receipts must be provided for all claims for reimbursement of expenditure.

The Society does not normally meet the expenses of any other organisation attending a BSAC committee or joint working party.

8 COMMUNICATION

It is the responsibility of the chair and members serving as Society representatives on joint working parties to keep Council regularly informed of matters under discussion. Progress reports should be submitted yearly in the form of a written report to the General Secretary. Any matters of policy, changes to the terms of reference or bids for additional funding that arise in the interim should be submitted direct to the General Secretary or Honorary Treasurer for consideration.

The chairs of working parties may attend meetings of Council to present the final or an important intermediate report. They can also attend a Council meeting to seek advice.

All correspondence for standing committees and working parties should be on BSAC stationery, supplies of which can be obtained from the Executive Officer. Acknowledgement of the Society is expected in all public communications

9 REPORTS AND PUBLICATIONS

Working parties will be expected to produce a final report for consideration within the specified time scale set down by Council (for example 18-24 months). This term will run from the date on which working parties agree to their task and terms of reference (usually close of the first meeting).

Working parties and Standing Committees must submit to Council and inform the Editor-in-Chief of the JAC of their plans. For joint working parties the Councils of the parent bodies must all consider and approve the proposal. The Editor-in-Chief of the JAC must be involved in such decisions.

Reports of working parties and Standing Committees must be submitted to Council for its consideration before their findings are made public or submitted for publication. In exceptional circumstances, the Council may prevent reports being made public or being submitted for publication. In the event of an urgent decision being needed on publicising all or part of a report, the President of the Society may make a decision.

The Society reserves the right to circulate published working party reports to all Members of the Society at the time of, or immediately following publication (unless it is published in the JAC) and undertakes to bear any costs associated with this.