

BHIVA Conferences Subcommittee

CONTENTS

1. Structure
2. Purpose (last updated on 25 January 2019)
3. Remit (last updated on 25 January 2019)
4. Membership (last updated on 25 January 2019)
5. Operational procedures

1. Structure

BHIVA currently has the following subcommittees: Audit and Standards, Conferences, Education and Scientific, External Relations and Guidelines.

2. Purpose

The purpose of this subcommittee was last updated on 25 January 2019.

- 2.1. To serve as responsible body within BHIVA for addressing issues related to BHIVA educational meetings and conferences, with the remit of policy and programme development and implementation.
- 2.2. Contributes to the strategic planning, the overall responsibility for which resides with the BHIVA Officers, in consultation with the Chair of the Subcommittee.

3. Remit

The remit of this subcommittee was last updated on 25 January 2019.

- 3.1. To carry out work as directed by the Executive Committee.
- 3.2. To suggest, or to receive a suggestion(s) from the Executive Committee for the creation of a working group to undertake a particular project. The terms of reference of the parent subcommittee will apply.
- 3.3. To compile a report on the work of the subcommittee on an annual basis for inclusion in the BHIVA Annual Review, if required.
- 3.4. To report to Executive Committee meetings as requested by the chair of BHIVA.
- 3.5. To make a detailed presentation to the Executive Committee on an annual basis.
- 3.6. To submit new requests for financial commitments to the BHIVA Honorary Treasurer and Executive Committee for approval.
- 3.7. To organise the BHIVA Spring and Autumn Conferences, including:
 - Deciding on the place, time and schedule of the conferences.
 - Appointing the local host.
 - Drafting the scientific programme, taking into account new developments and ensuring a broad coverage of scientific and clinical matters, psychosocial issues and other aspects relevant to the work of BHIVA members.
 - Proposing speakers and considering funding sources for lectures (e.g. bursaries)
 - Considering any beneficial changes to the format of the conference.
 - Appointing the Scientific Committee/Abstract Review Committee in liaison with the BHIVA Education and Scientific Subcommittee.
 - Organising the social programme.

- Deciding on appropriate modalities of publishing proceedings either in electronic form (e.g., the BHIVA web site), storage media or hard copies.
- 3.8. To organise BHIVA regional meetings (e.g. CROI Feedback Meetings) in close consultation with the Educational and Scientific Subcommittee, including:
- Deciding on the place, time, schedule and format of the meetings.
 - Drafting the scientific programme taking into account educational aims and needs.
 - Proposing speakers.
 - Deciding on the appropriate support material required to meet the aims of the meeting.
- 3.9. To organise BHIVA regional or other meetings on hepatitis, in liaison with the BHIVA Hepatitis Expert Advisory Group and also to ensure appropriate coverage within meetings and conferences of matters related to hepatitis mono- and co-infection.
- 3.10. To co-operate with other bodies and subcommittees within BHIVA, including:
- Consulting widely with and seeking approval and ratification from the BHIVA Executive Committee.
 - Soliciting input and feedback from the BHIVA Education and Scientific Subcommittee on matters related to the scientific programme of conferences.
 - Consulting with the BHIVA Education and Scientific Subcommittee and providing overarching input, where sought, regarding educational courses and events (e.g. Diploma and General Medicine courses).
 - Consulting with the BHIVA Audit and Standards Subcommittee and the BHIVA Guidelines Subcommittee to ensure that appropriate coverage within meetings and conferences of matters related to BHIVA audit, guidelines and standards.
- 3.11. To liaise with other professional organisations to hold joint meetings (e.g. BASHH / RCGP / RCOG / FIS), including:
- Identifying areas of co-operation and promoting collaborations.
 - Considering requirements for inter-working.
 - Providing members to sit on joint conference committees (JCC), where required.
 - Providing guidance to JCC members regarding the format and content of the scientific programme.
 - JCC members to report back to the Conferences Subcommittee for advice and approvals.
- 3.12. To assess and monitor the quality of output, including:
- Defining methods for the assessment of quality.
 - Seeking feedback from the BHIVA membership.
 - Seeking feedback from attendees of BHIVA meetings and conferences.
 - Seeking feedback from sponsors and exhibitors.
- 3.13. To seek guidance from the BHIVA Chair and Officers on matters related to commercial or sponsored activities, including:
- Deciding on the conference time allocated to sponsored activities.
 - Reviewing the programme of sponsored activities and make recommendations to ensure that content is line with the Subcommittee aims and objectives.

- Where appropriate, to suggesting standards for the scientific content and speakers of sponsored activities.

3.14. To establish advisory groups, as required, to provide expert advice on specific areas.

4. Membership

The subcommittee should be appointed to best achieve the remit of the subcommittee and should be inclusive and properly representative of the BHIVA membership, including regional representation, level of expertise and community representation.

Each subcommittee must have the following:

4.1. Chair

- To be appointed/ elected by the Executive Committee, with nominations and an election, following the procedures laid down in the BHIVA Byelaws.
- Would be an advantage to have served on the relevant subcommittee.
- Tenure of chair will be three (3) years.

4.2. Vice-Chair

- To be appointed by the chair of the subcommittee or, where required, elected by the subcommittee and approved by the Executive Committee.
- Tenure of vice-chair will be one (1) year, renewable annually.

4.3. Trustees on a self-select basis

- BHIVA Trustees are asked on an annual basis to select up to two subcommittees of their choice.
- It is recommended that each Trustee serves two consecutive years on a subcommittee.
- It is recommended that the BHIVA Officers review these selections and seek to provide a good balance of numbers of BHIVA Trustees on each subcommittee.

4.4. Community representative

- At least one Community Representative, who might be the Community Representative Trustee on the BHIVA Executive Committee (under 4.5 above), or if not on this subcommittee, a representative to be put forward by UK-CAB.
- Tenure of community representative will be three (3) years.

4.5. BHIVA Treasurer to sit on the Conferences Subcommittee.

4.6. Local host for the annual spring conference for up to 12 months preceding the conference and for the meeting following the conference for feedback

4.7. Local host for the autumn conference for up to 12 months preceding the conference and for the meeting following the conference for feedback

4.8. Chair of the Education and Scientific Subcommittee to sit on the Conferences Subcommittee.

4.9. Chair of the Conferences Subcommittee to sit on the Education and Scientific Subcommittee.

4.10. Chair of the Hepatitis Expert Advisory Group to sit on the Conferences Subcommittee.

4.11. Chair of the Conferences Subcommittee to sit on the Hepatitis Expert Advisory Group.

- 4.12. Retention of former trustees – up to the individual member to consider if he/she wishes to remain on the subcommittee, subject to the agreement of the subcommittee chair.
- 4.13. Chair of subcommittee to consider all other appointments taking into consideration the specific requirements of each subcommittee's specialty, skill, regional representation, stakeholders, etc.
- 4.14. Additional members may be co-opted at the discretion of the Chair; tenure will be one (1) year, renewable annually.
- 4.15. Declaration of interests forms to be completed by all members.
- 4.16. The subcommittee shall consist of 10 minimum members.
- 4.17. Automatic resignation will ensue following non-attendance at three (3) consecutive meetings without reason.

5. Standard Operating Procedures

Each subcommittee is required to follow the following standard procedures:

- 5.1. Frequency of meetings (face to face or by telephone/video conference) will be as follows:
 - Minimum two (2) per annum
- 5.2. Quorum
 - Must be one more than fifty (50) per cent of the membership. Must include chair or vice-chair
- 5.3. Voting
 - Each member will have a single vote. In the case of a tie the chair (or whoever is chairing that meeting) will have a second and casting vote
- 5.4. Documentation
 - Agendas, minutes and other papers will be prepared by the Secretariat for approval by the chair before distribution.
 - Members are asked to put forward any request for an agenda item (two (2) weeks before the scheduled date of the meeting).
- 5.5. The subcommittee group can recruit a suitably qualified co-ordinator to work as appropriate to carry out work over and above previously defined work of the subcommittee, e.g. a co-ordinator, subject to the approval by the Honorary Treasurer of any costs.
- 5.6. Subcommittees shall not engage in activity that would be in contradiction to the BHIVA constitution.
- 5.7. Subcommittees shall not engage in activity that could jeopardise the charitable status of BHIVA.
- 5.8. Grievance procedure
 - Any grievance by an individual member to be firstly addressed by the chair of the subcommittee. Should this fail to resolve the matter, it will be referred by the chair of the subcommittee to the BHIVA Executive Committee. If the Executive Committee recommendation should also fail to satisfy, the BHIVA External Scrutineers will be asked to review the case notes and provide the Executive Committee with a recommendation. The final decision to be taken by the BHIVA Executive Committee.
- 5.9. Amendments
 - Amendments to the terms of reference to be approved by the Executive Committee.