

Education and scientific subcommittee

Membership

- Chair education and scientific sub-committee (serving for two years).
- One vice-chair (serving for two years).
- Ordinary members (serving for three years).
- Chair, BHIVA Conferences Subcommittee.
- Appointed members as appropriate.

Purpose

- The promotion and improvement of education and training of healthcare professionals working in the field of HIV medicine with reference to the association's aims and in liaison with other agencies and institutions.
- Providing advice on postgraduate and continuing education.
- The content and management of the BHIVA website.
- To take an advisory role for the scientific programme of and be responsible for the submitted abstract review for BHIVA's conferences and symposia.

Terms of reference

The sub-committee is authorised to:

- Review existing and new documents and health policies from the Department of Health, other government agencies, and similar influential organisations that impact on the practice of HIV medicine and on research, and make appropriate responses through governing body;
- Keep abreast of the existing patterns and priorities of HIV scientific research in the UK and make recommendations to the governing body on any potential appropriate role for the association;
- Review the recent BHIVA conferences and make recommendations for improvement in terms of scientific content;
- Provide appropriate policy advice to governing body on issues relating to education and research in HIV medicine;
- Encourage and improve education in HIV medicine through symposia, workshops, master classes and web-based resources;
- Liaise with other health organisations and consider educational issues of mutual concern;
- Conduct ongoing reviews of resources and structure to ensure that the Subcommittee is able to achieve its mandate;
- To review and maintain the content of the website, if appropriate by delegation of this function.

Procedures

- Sub-committee must hold up to four meetings per year.
- The chair of education and scientific sub-committee shall preside at each meeting or in their absence the vice-chair.
- A quorum at a sub-committee meeting shall be half the members of which one must be the chair or the vice-chair.
- Each voting issue to be decided by a simple majority of votes cast at each sub-committee meeting.
- Each sub-committee member has one vote on each issue.
- In the absence of a simple majority the chair shall have a casting vote.

Updated 13 November 2007