



BSSH Audit Committee Terms of Reference

Purpose:

To advance and facilitate audit for the membership of the BSSH, and to provide audit capability by maintain, updating and upgrading the BSSH UK Hand Registry and Website.

Chair:

Appointed by Council.

To appoint a new chairman, expressions of interest will be sought from the BSSH membership with previous experience as a member in a BSSH committee Interview will be held when there is more than one candidate. Shortlisting will be undertaken for greater than 4 candidates. The interview panel will be composed of the current BSSH committee Chair, a committee representative, a BSSH Council Trustee/Officer representative and another committee Chair. The applicant will have to indicate they have sufficient time available to commit to chairing the committee meetings, arrange associated activities and attend council meetings. The chairman will be an ex officio Council member with a responsibility to attend the Spring and Autumn council meetings in person or virtually.

Term of office:

4 years

Overlap of 6 months with previous Chairman

Committee composition:

- Chairman
- BSSH President
- BSSH Secretary
- Elected members
- Invited Representatives
- BSSH UK Hand Registry Administrator
- Audit website IT developer, by invitation as required
- BAHT representative
- Trainee representatives BOTA and PLASTA

Elected members (2 to 4 in number)

Term of office: 3 years (optional extension in exceptional circumstances to a maximum total of 5 years)

To appoint new members expressions of interest will be sought from the BSSH membership. They will have to have sufficient time available to commit to attending the committee meetings and associated activities.

During the period of membership failure to make a satisfactory contribution through committee work and attendance at meetings may result in termination of the appointment at the discretion of the chairman, with justification made to council. If two consecutive meetings are missed this will result in termination of the committee membership.

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. A least one new member should be elected each year. The committee should attempt to reflect the make-up of the society in terms of numbers of orthopaedic/plastic surgeons and geographical mix.

Invited members:

Invited members bring expertise to the committee and may also be involved in projects alongside elected members. Invited members shall not have the right to vote on matters relating to allocation of registry related funding and data.

Working Methods:

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

Meetings (face to face and virtual) twice yearly, spring and autumn, to allow preparation for presentation at the subsequent council meeting.

Meeting times and venue to be set 1 year in advance.

General responsibilities:

- Day to day management/contracts/registrations
- Registry Governor; governance/Quality Improvement
- New Projects/ registry updates
- Research and data analysis
- Committee members may be required to attend other relevant meetings, as indicated by their role (for example, the member responsible for registry governance should attend the BOA Quality Outcomes Committee meetings (usually 2 per annum)
- The Registry Governor would be expected to be an experienced senior surgeon