**Terms of Reference**

**For the**

**Education Committee**

# SCOPE

* 1. The **Education Committee** is a committee of the Council of the Vascular Society established for the purpose of developing policy and advising council of issues relating to education in vascular surgery.
  2. The Committee has no executive powers other than those specifically delegated in these Terms of Reference (TOR):
     1. The committee will not enter into any contracts or commitments without the agreement of Council (or in exceptional circumstances the Executive).
     2. Literature and artwork designed or produced in connection with the Committee will require prior approval by Council and copyright in such Material will belong to the Vascular Society and must be identified as such.
     3. The Committee must treat as confidential all sensitive information concerning the Vascular Society or its members which it acquires in consequence of or in connection with its activities.
  3. In law the Vascular Society Council is responsible for the administration of the charity and for all workforce initiatives carried out in its name. The Council have prepared these terms of reference to assist the Education Committee.
  4. All major Education initiatives will acquire prior approval of the Council. For each such initiative the committee will prepare:
     1. A short-written brief explaining the initiative.
     2. A budget agreed with the Treasurer for the approval of the Council.
  5. The Vascular Society was registered in 2004 with the Charity Commission, registered company number 05060866, and uses **Circulation Foundation** as a working name.
  6. The Vascular Society will work closely with affiliated societies, relevant stakeholders, including patient groups, to improve outcomes for vascular patients.

# PURPOSE AND OBJECTIVES

# Developing policy and advising Council of educational issues that affect the Vascular Society and its members.

# The committee will advise Council on educational strategy in relation to delivery of the GMC vascular surgery curriculum.

# The Committee will identify new education initiatives and advise Council on ways to implement these.

# The Committee will work closely with the Circulation Foundation in matters relating to grants currently awarded by the Society, and the funding of new grants initiated and implemented by the Committee.

# The committee will work with the Intercollegiate Specialty Board in Vascular Surgery in matters relating to the final FRCS (Vasc.):

# As such the Chair of the committee will be a co-opted member of the Examination Board and will attend relevant meetings.

# Committee members will be enrolled as examiners and where necessary will commit to undertake the relevant induction and training.

# The committee will work closely with the Vascular SAC to ensure that the educational content of vascular training programmes meets the requirements of trainees.

# The committee will play a major role in devising and developing vascular training courses, both in collaboration with the Royal Colleges, through the office of the Vascular Tutor, and independently in the name of the Society.

# Set out and deliver objectives and spending plans in keeping with (a) aims of the Vascular Society; (b) priorities set by the Council; and (c) spending criteria set by the Treasurer

# The committee will advise Council regarding the educational content of the Annual Scientific Meeting.

# MEMBERSHIP

* 1. The Vascular Society Council will appoint the Chair and will ratify the appointment of members of the committee.

3.2 The Chair will normally be appointed from existing or previously elected Council members in current NHS or Republic of Ireland vascular surgery practice.

3.3 The Vascular Society Council will retain the right to remove the Chair and any members of the committee.

3.4 The total number of committee members will be determined from time to time by Council but will include a minimum of three current Council members.

3.5 The Vascular SAC will have a nominated representative to sit on the committee. This may be one of the existing members if they also sit on the SAC, but if not an additional, non-Council member will be co-opted.

3.6 The Vascular Tutor and the Affiliate (Trainee) and Associate (Non-Consultant grade) representatives of the Society will ordinarily sit on the committee by right.

* + 1. Members may be co-opted to the Committee for their specific expertise in an area with the approval of Council.

**Chair** Appointed Chair (VS Trustee)

**Other members** Three VS elected council members (VS Trustees)

Vascular SAC representative

Vascular Tutor

Affiliate representative

Associate representative

Shadow chair (for year after election)

Any member of the Trustees

**In attendance** Secretariat representative

3.8 In the absence of the Chair, a Trustee who is on the Executive may chair.

# TERM OF OFFICE

* + 1. The Chair and members of the committee shall serve a maximum of four years, subject to the discretion of Council, and excepting the three Council members who will each be replaced by a current Council member upon completion of their term on Council.
    2. The Chair is elected for a three-year term of office preceded by one year shadowing the current chair, making for a four-year committee term.

# MEETINGS

5.1 The committee will meet formally a minimum of three times each year, once at the times of the spring (Februray) and autumn (September) Vascular Society Council meetings and once at the time of the Annual Scientific Meeting of the Society (November).

5.2 Meeting dates will be circulated a minimum of 3 months in advance. Agendas and papers will be agreed by the Chair and circulated 10-14 days in advance.

5.2 The Chair and Shadow Chair (when appointed) of the committee will be expected to attend 100% of the meetings. Other Committee members will be required to attend a minimum of 75% of all meetings.

5.3 The quorum of meetings will be a minimum of four committee members, one (two?) of whom must be a Council member.

All Trustees will be sent copies of the agenda for each meeting and may attend the meeting should they wish to do so.

5.4 If a committee member fails to attend more than three meetings in a row, they will be required to give up membership of the Committee.

5.5 The committee must report its advice to the Council at its next meeting, this report is normally to be given by the Chair which shall draw to the attention of Trustees any issue that require disclosure to the Council or require executive action.

5.6 The committee will keep accurate minutes of its meetings and must send a copy of them to Council as soon as is practicable.

5.7 In most cases decision making will be by consensus. In exceptional circumstances where consensus cannot be achieved, decision making will be by a majority vote of committee members present. In the event of a tied vote, the Chair will have the casting vote.

6. **MONITORING EFFECTIVENESS**

6.1 The Committee will undertake an annual review of its performance against its work plan to evaluate the achievement of its duties.

6.2 This review will inform the Committees annual report to the Members. This report will be published in the yearbook and presented by the committee Chair at the Society’s Annual General Meeting (AGM).

7. **SUPPORT**

7.1 The Committee shall be supported administratively by the Society’s secretariat, Treasurer and Senior Finance Executive whose duties in this respect will include:

* Society’s administrator to collate the papers
* Senior Finance Executive to advise the Committee on pertinent areas

8. **REVIEW**

8.1 These terms of reference will be reviewed at least every 3 years as part of the process for managing the Committee’s effectiveness.

**Current version: Approved by Audit and Quality Improvement Committee – <Date> and ratified by the Vascular Society Council, <Date>**