

# BHIVA Hepatitis Society Subcommittee

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### 1. Structure

BHIVA currently has five subcommittees – Audit and Standards, Conferences, Education and Scientific, Guidelines and Hepatitis Society.

### 2. Purpose

The purpose of this subcommittee was last updated on 12 July 2016.

- 2.1. To promote good clinical practice in the treatment and management of HIV infected persons co-infected with viral hepatitis.
- 2.2. To act as a policy advisory group for BHIVA in relation to the clinical care of viral hepatitis co-infected persons.

### 3. Remit

The remit of this subcommittee was last updated on 12 July 2016.

- 3.1. To carry out work as directed by the Executive Committee.
- 3.2. To write a report on the work of the subcommittee on an annual basis by the chair of the subcommittee, for inclusion in the BHIVA Annual Review.
- 3.3. To report to Executive Committee meetings as requested by the chair of BHIVA.
- 3.4. To make a detailed presentation to the Executive Committee on an annual basis.
- 3.5. To submit any requests for financial commitment to the BHIVA Honorary Treasurer and Executive Committee for approval.
- 3.6. To act in an advisory capacity to the BHIVA Executive Committee and remain within the BHIVA governance structure.
- 3.7. To represent BHIVA on all matters pertaining to hepatitis co-infection.
- 3.8. To represent the subcommittee with external organisations and third parties.
- 3.9. To hold at least two meetings of the subcommittee per year and more where appropriate.
- 3.10. To organise educational meetings as required, including location and scientific content, in close consultation with the BHIVA Conferences Subcommittee and the BHIVA Education and Scientific Subcommittee, including the organisation of specific sessions within the BHIVA annual and autumn conferences, so as to foster improved education and clinical practice in co-infection and related subjects.
- 3.11. To attend to all matters according to the terms of reference of the subcommittee.
- 3.12. To prepare proposals for approval by the BHIVA Executive Committee, in line with the terms of reference of the subcommittee.

- 3.13. To ensure that appropriate information relevant to the subcommittee and its activities is made available and kept updated on the BHIVA website.
- 3.14. To liaise closely with and follow directives of the BHIVA Honorary Treasurer on all financial matters, including the submission of relevant information for the preparation of annual accounts.
- 3.15. To work with the Conferences Subcommittee in suggesting topics on matters of hepatitis co-infection or related topics within the spring and autumn educational meetings.
- 3.16. To liaise with the Audit and Standards Subcommittee in the development of standards of care and audits of hepatitis co-infection.
- 3.17. To liaise with the Fundraising Subcommittee to raise funds for the study of co-infection within BHIVA and for exchange of information with external agencies.
- 3.18. To liaise with the British Association for the Study of the Liver (BASL), the British Viral Hepatitis Group (BHVG) and any other appropriate organisations to develop links and organise educational meetings in partnership/collaboration as agreed by the BHIVA Executive Committee.
- 3.19. To provide expertise for BHIVA guidelines writing groups, as required.

#### **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, as far as possible, 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.
- Must be a member of the Executive Committee.
- 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/ elected by the chair of the subcommittee (approved by the Executive Committee).
- Tenure of vice-chair will be one (1) year, renewable annually.

##### **4.3. 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 one (1) year, renewable annually.

##### **4.4. Chair of the Conferences Subcommittee to be invited to sit on the subcommittee.**

##### **4.5. Trustees on a self-select basis**

- BHIVA Trustees are asked on an annual basis to select up to two subcommittees, working groups or subcommittee of their choice.
- It is recommended that each Trustee serves two consecutive years on a subcommittee, working groups or subcommittee.

- It is recommended that the BHIVA Officers review these selections and seeks to provide a good balance of numbers of BHIVA Trustees on each subcommittee.
- The BHIVA Junior Consultant and non-consultant Doctors' Representative Trustee is welcome to attend subcommittee meetings if he/she so wishes.
- It is recommended that a minimum of two (2) and a maximum of three (3) BHIVA Trustees would sit on the subcommittee
- Tenure of membership will be one (1) year, renewable annually.

#### 4.6. Appointed members

- Up to four appointed members (one of whom should be a practicing hepatologist), who do not need to be members of BHIVA;
- Chair of subcommittee to consider all other appointments taking into consideration the specific requirements of the subcommittee's specialty, skill, regional representation, stakeholders, etc.
- Tenure of membership will be one (1) year, renewable annually.

4.7. Declaration of interests forms to be completed by all members.

4.8. The subcommittee shall consist of minimum six (6) members.

4.9. Automatic resignation will ensue following non-attendance at three (3) consecutive meetings without reason.

4.10. 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.

## 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 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. The subcommittee would not engage in activity that would be in contradiction to the BHIVA constitution.

5.7. The subcommittee would 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.