

BHIVA External Scrutineers – Terms of Reference

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1. Structure

BHIVA currently has four subcommittees: Audit and Standards, Conferences, Education and Scientific, Guidelines and Hepatitis

2. Purpose

The purpose of the External Scrutineers (the group) was last updated on 30 March 2006

- 2.1. To act as a non-executive reference and advisory group to support the Executive Committee.
- 2.2. To act where there might be conflicts of interest for Executive Committee members.
- 2.3. To hear any complaints or deal with any disciplinary matters where the Executive Committee has been unable to come to a unanimous agreed position.
- 2.4. To form the core membership of the BHIVA ACCEA/SACDA Awards Nominating Panel.
- 2.5. To provide the chair for the BHIVA Research Awards Judging Panel.
- 2.6. To provide the chair for the election of the BHIVA Chair.
- 2.7. To provide expert advice for the review of Trustee declaration of interests forms, as required.
- 2.8. To provide expert advice for the review of Guidelines Writing Group declaration of interests forms, when required.
- 2.9. Group Chair to insert any amendments following review.

3. Remit

The remit of this group was last updated on 15 November 2013.

- 3.1. This group does not hold the Executive Committee accountable, nor do they have any power over the organisation.
- 3.2. To be invited to attend the Annual General Meeting.
- 3.3. To be invited to attend both BHIVA conferences.
- 3.4. To be responsible for the process of reviewing the continued suitability of Officers and ordinary members working on behalf of BHIVA where in their unanimous opinion this is deemed necessary.
- 3.5. To act as referees for any grievances that cannot initially be resolved in the first instance by the chair of the subcommittee and secondly by the BHIVA Executive Committee. If the Executive Committee recommendation should also fail to satisfy the individual, 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.

4. Membership

The group should be appointed to best achieve the remit of the group and should be inclusive and properly representative of the BHIVA membership, including regional representation, level of expertise and community representation. The Executive Committee will appoint the External Scrutineers.

They will consist of the following:

4.1. Chair

- BHIVA Chair
- Tenure of chair will be the term of office of the BHIVA Chair.

4.2. Past BHIVA Chairs

- Tenure will be three (3) years, renewable with no maximum period.

4.3. Community representative

- At least one Community Representative by invitation.
- Tenure will be one (1) year, renewable annually.

4.4. Past “senior” BHIVA Trustees

- Defined as a person who has served as a BHIVA Trustee for a minimum of nine (9) years and/ or a person who has made a significant contribution to the work of the Association since the inception of BHIVA in 1996.
- Tenure will be three (3) years, renewable with no maximum period.

4.5. The group shall consist of minimum 6 members.

5. Standard Operating Procedures

Each group is required to follow the following standard procedures:

5.1. Frequency of meetings will be as follows:

- Minimum of one (1) meeting per annum to include the BHIVA Chair.

5.2. Quorum

- Must be one more than fifty (50) per cent of the membership. Must include the BHIVA 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.

5.5. The group would not engage in activity that would be in contradiction to the BHIVA constitution.

5.6. The group would not engage in activity that could jeopardise the charitable status of BHIVA.

5.7. Grievance procedure

- Any grievance by an individual member to be addressed by the BHIVA Chair.

5.8. Amendments

- Amendments to the terms of reference to be approved by the Executive Committee.