



BRITISH NUCLEAR MEDICINE SOCIETY

TERMS OF REFERENCE FOR THE SCIENTIFIC AND EDUCATION COMMITTEE (SEC)

Aims

The Scientific and Education Committee (referred to as 'the SEC') reports to the Council of the BNMS. The SEC shall advise the officers and council of BNMS on the development and implementation of policies on education to promote, support and monitor education and training programmes for medical, scientific, technical, pharmaceutical and nursing staff in nuclear medicine and will be responsible for the planning and organising of the scientific programme for the BNMS annual spring meeting.

Chairs

The Scientific Chair and the Education Chair will be appointed by the Officers and Council of the BNMS for a period of 4 years renewable once at the request of the BNMS officers.

Chairs will serve 2 years as Scientific Chair and 2 years as Education Chair.

Deputies will be appointed 1 year before the end of the Chairs' term of office. They will serve on the Committee for 1 year before starting their term of office as Chair.

Chairs of the SEC will be co-opted Council members and will also sit on the Professional Standards Committee.

The nuclear medicine community will be notified through the website, newsletters and other publications of chair vacancies as they arise. Chairs of the SEC Committee must have been members of the BNMS for at least one full year.

Membership

The membership of the committee shall represent the various craft groups within BNMS. Members shall be appointed for a 4 year term renewable once at the request of the SEC chairs. Members are expected to attend meetings and actively participate in the work of

the Committee. Members who are not able to fulfil these commitments can be asked to stand down (by the Chair following discussion with the officers).

Appointment of new members of the SEC

The SEC will consider applications and will seek advice from Council members when appointing new members of the SEC. The nuclear medicine community will be notified through the website, newsletters and other publications of vacancies on the SEC as they arise. The BNMS Council will ratify the appointment of new members. Members of the SEC Committee must be members of the BNMS.

Meetings

The SEC Committee will meet 3 times a year. The annual timetable of meetings will revolve around the spring meeting, with the educational component fitted into these meetings.

Short meeting at the Spring Meeting to – listen to committee members' feedback on the current meeting. Discuss new innovations – what has worked and what to try next year. Agree the committee for the next year.

Meeting before September council meeting. Review the speakers that have agreed to speak and suggestions to fill vacant slots, firm up programme, advertising agreed, suggestions for poster judges, abstract judges and chairs. Review budget.

Meeting 3 months before conference. Short-list abstracts, agree final programme, fill any gaps from drop-outs, agree chairs/judges. Review conference app and literature. Agree feedback material. Confirm budget.

The minutes of the meeting will be circulated to all members of the SEC Committee and Officers. A potted version of the minutes will be made available to members of the BNMS via the website.

Written by: Stewart Redman

Passed by Council: