C8 Succession Planning – BTOG Steering Committee and Board of Trustees

BTOG's Vision is to ensure equitable access to optimal care for patients with all thoracic malignancies. BTOG’s Mission is to support and educate health care professionals, creating a professional community to exchange ideas, information and innovation and to foster the development of research. The overall aim is to represent the needs of patients and improve their outcomes. BTOG represents all the disciplines involved in the care of lung cancer and mesothelioma throughout the UK and Ireland – medical and clinical oncologists, respiratory physicians, surgeons, radiotherapists, radiologists, nurses, pharmacists and scientists. BTOG is a registered charity (charity number: 1166012).

BTOG Steering Committee

For health care professionals to be eligible to sit on the BTOG Steering Committee they should be a member of the thoracic oncology multi-disciplinary team from the UK or Ireland and be employed by an NHS Trust or University (not from the private sector or industry). For advocates to be eligible to sit on the BTOG Steering Committee they should sit on clinical studies or trial management groups, advisory boards/groups or other related groups to thoracic oncology. The aim is for the BTOG steering committee to cover the disciplines in the thoracic oncology MDT and where possible for the steering committee to represent the geographical spread and to include advocate representation.

The BTOG Founding Chair was Professor Ken O’Byrne, Consultant Medical Oncologist, formerly St James’s Hospital, Dublin and now Queensland University of Technology, Brisbane, he was in office from 2002 until January 2013.

The BTOG Steering Committee Chair’s term of office is 3 years and a steering committee chair can serve for a maximum 3 terms (in succession or otherwise) subject to approval by the Board of Trustees and the Steering Committee. The current BTOG Steering Committee Chair is Dr Sanjay Popat, Consultant Medical Oncologist, Royal Marsden Hospital, London. He has been Steering Committee Chair since February 2013 (first annual conference 2014) and was re-elected to continue until February 2022 (stepping down after the annual conference 2022).

The BTOG Steering Committee Vice-Chair term of office is 3 years (the current term started March 2019 and ends February 2022). The vice-chair role is to prepare for the potential role as Steering Committee Chair and to support and deputise for the Steering Committee Chair when required.

Steering Committee (SC) Members sit on the committee for a 3-year term and at the discretion/approval of the BTOG SC Chair can renew for a further 3-year term. The current term began in April 2017 and therefore the 3-year term ends March 2020, or 6-year term ends March 2023 and this applies to all SC members in situ at April 2019.

If at or before the October 2019 SC meeting all SC members commit to continue to a further 3-year term ending March 2023 (and the BTOG SC Chair approves) and if none of the SC members plan to stand-down from the SC at the end of March 2020 then this would mean that potentially all SC members would leave the SC at the same time in March 2023. If no SC members plan to stand-down as above, then 7 SC volunteers (one-third) will be requested to stand-down at the end of March 2020 and a Call for Expressions of Interest (EOI) will be put out during November 2019 – January 2020 in the relevant specialities (and repeated for March/April 2021 and March/April 2022 and so on). After leaving the BTOG SC after a 3 or 6-year term or otherwise, members can reapply after an absence of 1-year subject to BTOG putting out a Call for EOI. SC Members at the time of writing is 21 including a pathology vacancy and not including the SC Chair.

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<tr>
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<th>Stand-down - March</th>
<th>Join Group - April</th>
<th>Potential Steering Committee Make-up – April</th>
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<tbody>
<tr>
<td>2020</td>
<td>7 SC Y2017 Group 1</td>
<td>7 SC Y2020 Intake</td>
<td>14 SC Y2017 Intake</td>
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<tr>
<td>2021</td>
<td>7 SC Y2017 Group 2</td>
<td>7 SC Y2021 Intake</td>
<td>7 SC Y2017 Intake</td>
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<tr>
<td>2022</td>
<td>7 SC Y2017 Group 3</td>
<td>SC Y2017 Group 1 (after a 1-year absence) &amp; SC Y2022 Intake</td>
<td>Up to 7 SC Y2017 Group 1 &amp; SC Y2022 Intake (combination of both)</td>
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<td>7 SC Y2020 Intake &amp; 7 SC Y2021 Intake</td>
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**Steering Committee Chair, Vice-Chair and Members Succession Planning**

It is the responsibility of the Steering Committee Chair to plan for recruitment and renewal of the Steering Committee and for succession planning for the Chair role.

Vacancies on the Steering Committee will be notified by putting out a Call for Expressions of Interest either through the BTOG E-News, the existing BTOG Steering Committee or via specialist societies. Expressions of interest will include which area of speciality the vacancy has arisen to ensure the thoracic oncology MDT is represented. A vacancy for the Vice-Chair role will be notified by putting out a Call of Expressions of Interest to the BTOG Steering Committee.

Should any Steering Committee members resign, the Steering Committee Chair will instruct the BTOG Senior Executive Officer to put out the Call for Expression of Interest without delay to ensure that the Steering Committee provides adequate specialist representation.

**BTOG Board of Trustees**

The Board of Trustees’ term of office is dictated by the Memorandum of Association (“MOA”) for BTOG. This states that one third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. The MOA states that a retiring Trustee may be reappointed and thus there is no term of office limit for Trustees. Therefore, this is at the discretion and subject to the agreement of the Board of Trustees who may after due consideration make plans to appoint new Trustees and/or replacements for retiring Trustees. The MOA states the Board should consist of at least 3 and not more than 10 – at the time of writing this policy there are 6 trustees.

The 1st AGM is planned for 22nd March 2019 and therefore 2 Board of Trustees must retire or apply for re-election. The 2nd AGM is planned for June/July 2020* and therefore one third Board of Trustees must retire or apply for re-election. The 3rd AGM is planned for June/July 2021* and therefore one third Board of Trustees must retire or apply for re-election. *Date changed to be in line with formal presentation and adoption of the Annual Report and Accounts for year ending 31st March 2020.

**Board of Trustees Succession Planning**

It is the responsibility of the Board of Trustees Chairperson to plan for the recruitment and renewal of Trustees of the Board of Trustees as per the governing document. The recruitment and renewal of members should be done in a timely manner.

Vacancies on the Board of Trustees will be notified by putting out a Call for Expressions of Interest through BTOG E-News, the BTOG Steering Committee and Board of Trustees or if relevant via relevant charity websites, e.g. National Council for Voluntary Organisations (NCVO). Trustees must fit the criteria set by the Charity Commission to be a trustee (3.1 Who can be a trustee)

Prior to any vacancy being announced the Board of Trustees will agree if the trustee sought should have specialist experience or knowledge, e.g. finance, marketing. Should any trustees resign from the Board, the Chairperson will instruct the BTOG Senior Executive Officer to put out the Call for Expression of Interest without delay to ensure that the Board provides adequate quorum. For meetings a quorum is at least 3 or one third of the Trustees (if greater).

*Please also refer to C2 Board of Trustees Chairperson Role Description; C3 Trustees Terms of Induction; C5 Steering Committee Chair Role Description; C6 Steering Committee Vice-Chair Role Description; C7 Steering Committee Role Description.*