The Board of Trustees (BoT) is responsible for BTOG; safeguards the values and purpose of BTOG and checks activities contribute to achieving the objects and ensures BTOG follows its legal obligations. Trustees are Non-Executive Directors of BTOG.

The BoT and Steering Committee (SC) Chair decides the policies which provide the framework for the work of the BTOG Executive; decides overall aims and objectives, priorities and strategy; monitors and evaluates progress and delegates day-to-day work to the Senior Executive Officer (SEO) and Executive Assistant (EA) and other appointed staff/agents. The SC Chair is supported in their role by the SC Vice-Chair. The SC Chair and SC Vice-Chair are Executive Officers of BTOG, accountable to the BoT.

The Steering Committee (SC) supports BTOG’s aims and objectives; take an active role in the delivery of the BTOG educational programme; comments and advises on thoracic oncology guidelines for care or treatment; represents BTOG on other thoracic oncology boards/committees/groups and recognises their affiliation to BTOG in their work. The Steering Committee are Executive Officers of BTOG, accountable to the SC Chair.

The Senior Executive Officer (SEO) carries out the work of BTOG; reports regularly on achievements and progress; makes decisions (where the power to do this has been delegated); provides information on issues, problems and policy matters and makes recommendations; draws up plans for the future development of BTOG’s work for the BoT and Chair SC to decide upon; advises and informs the BoT so that it is able to carry out its governing role and recruits and appoints staff/agents. The SEO is reportable to UHL Line Manager and SC Chair and accountable to the BoT.

The Executive Assistant (EA) provides administrative and secretarial support to BTOG and the BTOG Executive. The EA is reportable to the SEO and accountable to the BoT.

The relationship of the BTOG Executive is based on a shared vision for BTOG; a commitment to achieving the objectives of BTOG; clear and understood trustee roles to not interfere inappropriately with the day-to-day running of BTOG; confidence in the abilities of the SEO and willingness to back the judgement of the SEO in the event of problems (providing they have been kept informed); the provision of good information to enable informed decisions to be made and a clear management framework and lines of accountability.

The SEO and EA are paid roles employed by University Hospitals of Leicester NHS Trust (UHL). All other roles in the BTOG Executive are unpaid.

The UHL Line Manager is an Honorary Executive Officer and is the person who the SEO reports to. This role is undertaken by Liz Darlison, Nurse Consultant at UHL (former long-serving Steering Committee member).