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| Title: | S1 BTOG Special Interest Group (SIG) - Terms of Reference | |
| Issue Date and Version: | March 2023/Version 2 | |
| Original Author: | Dawn Mckinley | |
| Next Review Date: | September 2024 | |
| Author of the change (Initials) | What's changed/been added | |
| DM | Maximum members per SIG is 15 | |

A BTOG Special Interest Group (SIG) is a sub-group of the BTOG steering committee with a shared interest in advancing a specific area of thoracic oncology. Members co-operate to affect change or improvement within that speciality. They may communicate, meet, and organise further training or education and resources for the purpose of advancement. They can use the BTOG logo in relation to the SIG. The aim of the SIG is to promote the highest standards of knowledge and facilitate research and representation in that specific area of thoracic oncology.

Membership Criteria

- Maximum members per SIG is 15
- Representation from the BTOG steering committee
- Health care professionals from the multi-disciplinary team
- Representation from relevant patient group/s
- Representation from the UK including the devolved nations

Responsibilities of the SIG

- Provide a supportive network and link with relevant patient group/s and other groups or networks
- Expert advice and representation (advise NICE, the NHS and commissioners)
- Have an educational role and drive-up standards of treatment and care by supporting others to produce guidelines or consensus statements or by producing their own
- Each SIG shall report on its activities to the BTOG Steering Committee annually in May (for the AGM in June of each year).
- Hold a minimum of 2 meetings of the SIG per year – 1 in person (at the BTOG annual conference) and 1 Telephone Conference (TC). The SIG may hold further meetings if deemed necessary or appropriate.
- At the 1st meeting of the SIG elects a Chair of the SIG on a 3-year term
- A quorum at any meeting is at least 4 members (including the Chair) with all members having equal voting rights
- Each SIG must keep minutes of its meeting which should include brief details of discussion and any action points. A copy of minutes should be forwarded to the BTOG secretariat (if not produced by the secretariat).
- Expenses incurred by members in relation to attending any meeting of the SIG are the responsibility of the member unless agreed in advance with the BTOG secretariat.

BTOG will provide the secretariat for the SIG

- Co-ordination of meetings including meeting room booking at the BTOG annual conference or other venue and TC joining details
- Attend meetings in person or by TC (subject to availability)
- Keep an up-to-date membership list
- Send calendar invites for meetings/TCs
- Liaise with the Chair of the SIG to set agendas and produce minutes of meetings

Approval and Dissolution of SIGs

You can apply to set up a SIG by emailing the BTOG Steering Committee Chair at info@btog.org with full details including background/reasons for set up, a list of first members including a steering committee representative and objectives of the SIG.

The BTOG steering committee may dissolve a SIG by resolution and voting if the BTOG steering committee hold the opinion that the SIG has been guilty of conduct detrimental to the interests and reputation of BTOG or where membership drops below the minimum quorum level of 6.