**BOA Committee Structure**

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| **Committee Name** | **Medico-Legal Committee** |
| **Type** | Standing Committee |
| **Purpose** | Support the delivery of the BOA strategy by developing and delivering guidance with a focus on medico-legal issues; engaging with relevant stakeholders on medico-legal issues |
| **Scope** | * + To maintain an oversight of legal matters in relation to: * Medico-legal issues relevant to the practice of orthopaedic and trauma surgery; and * the preparation of reports for the Courts.   + To prepare policy positions and informative materials for members of the Association in regard to the law (and changes in the law) relating to the practice of T&O surgery, report writing and giving evidence. These will usually be disseminated via the BOA website ‘knowledge hub’.   + To co-ordinate the position of the BOA in response to Government and legal profession changes in policy in relation to medico legal expert and professional witness practice.   + To oversee regular content for the BOA Congress and the JTO of a medico-legal nature. |
| **Authority** | * The Medico-Legal committee will devise and deliver activities and projects in support of the BOA approved strategy. * Council (trustee only) is responsible for the overarching governance and financial approval of the work of all committees. * All new initiatives or significant changes to ongoing projects should be developed within the committee and proposed/recommended to Council for approval. * All publications/positon statements/standards documents should be presented to Council for approval before publication. * Where necessary the Executive group, on delegated authority from the Council, can provide financial approval for projects or activities. |
| **Chair** | * An open application process will be held: * Using a formal job description and person specification; * An advertisement will be placed in the BOA’s Journal of Trauma and Orthopaedics and a BOA newsmail; * The Chair will be appointed by the Executive Group and ratified by Council. * The Chair will be a member of the Orthopaedic Committee * The tenure of the appointment is three years. |
| **Membership** | Maximum 7 members in addition to the Chair   * Two members of elected Council * Three members appointed through an open application process. * Elected Trustees of BOA Council should not apply for committee vacancies that are advertised, as there is a separate mechanism for Elected Trustees to become members of the committees * One BOTA representative * One Council Lay Representative   Appointed members   * The tenure of the appointed members is three years, with appointments staggered in the interests of continuity, always commencing in a January. * An advertisement will be placed in the BOA’s Journal of Trauma and Orthopaedics and a BOA newsmail using a brief person specification.   Short listing and interviews (if necessary) conducted by a member of BOA Executive and the Medico-legal Committee Chair. Appointments to the committee will be ratified by elected Council.  Any appointed committee member may stand for re-appointment when their term ends without the requirement for a fallow year. If a committee member chooses to reapply, the same recruitment process will apply, with no guarantee they will be appointed. There is a maximum of two terms for any appointed committee member.  There may be circumstances where a demitting member is responsible for a major piece of work that is not completed at the time they would demit. Such circumstances are likely to be rare as succession planning should allow transfers of responsibilities. However, if a Chair wishes to extend the term of a demitting member, they would need to seek agreement from the Elected Trustees prior to the end of that member’s term. The extension should be for no longer than one year and only one person on the committee may be on an extended term at any time.  Persistent lack of attendance and/or contribution will lead to resign their membership of the Committee and any additional roles and replacement.  In attendance   * Head of Education and Programmes * Chief Operating officer (as required) * Member of the policy team for meeting administration and other staff for relevant discussion items |
| **Meeting arrangements** | * Three meetings per annum, with teleconferencing used as required * Meetings will usually last for a maximum of three hours held in the morning or afternoon * Committee meetings will often take place virtually (e.g. using Zoom), although at least one meeting will take place in person. There is an option to join virtually for those that need to, even for the meetings that are held in person. We do encourage committee members to attend an in-person meeting at least once per year, and these are usually held in London at the RCSEngland building * Quorum – 50% of the membership * Non-quorate meetings may still proceed but no strategic decisions can be made; * The committee will be supported by a member of the BOA staff who will draft agendas and minutes for review by the chair. |
| **Reporting** | * The committee will report to Council via the Chair. * A formal report on activities will be provided to Council at each meeting. * New initiatives and requests for projects requiring additionally funding should be formally submitted to Council for approval. |
| **Resources and budget** | * A member of the BOA Office will be in attendance at meetings of the committee to advise on any resource issues; * The budget will be set annually and informed by agreed strategic priorities. * All projects approved by Council and within budget will be managed by the committee. * Requests for projects requiring additionally funding should be formally submitted to Council for approval. |
| **Review** | Terms of reference should be reviewed and updated annually |