

BAPEN Special Interest Group (SIG)

This is a recognised group interested individuals within BAPEN with the aim of developing policies, educational programs, training, research studies or publications in a particular area of common interest.

Structure

A SIG will have a Chairman and a small committee and may appoint a secretary to run the administrative aspects. A treasurer may also be appointed if necessary.

As for BAPEN Standing Committees, the Chairman shall be appointed annually and will be eligible for re-appointment normally for a maximum term of three years. The election of a new Chairman will often come from within the relevant committee. In the place of two candidates, there will be a vote of the remaining committee members, with the outgoing Chairman having the casting vote in the place of a tie. If there are no applicants for the post, Council will be informed and invitations to apply will be circulated around the full membership. Whosoever is approved by the committee then needs to be formally ratified by the Governing Council.

Members of the SIG must be full individual members of the Association.

Each committee member will serve for a maximum of 5 years. If a member fails to attend >50% of committee meetings within a year, the committee reserve the right to request an election for a replacement for that individual.

A SIG should be multidisciplinary but this is not an absolute requirement as the focus is on bringing interested and expert individuals together. Industry members can be present on a SIG but this needs to be in keeping with the BAPEN policy for industry members.

The SIG Chairman will sit on BAPEN Council, reporting activity of the SIG to Council

Financial issues

The finances of the SIG will run through BAPEN. It is desirable that each SIG is cost neutral. Inevitably, there will be costs associated with the group for meetings and travel. SIGs can approach industry for funding (unrestricted grants) and also raise money through educational activities.

Practical issues

Initial set up:

- a) The remit and name of the SIG needs to be approved by BAPEN Council
- b) An initial list of interested individuals will be drawn up by BAPEN Exec with input from Council and Faculty
- c) A first face to face or virtual meeting should be convened
 - WEBEX can be used for up to eight people and enables everyone to look at files such as presentations at the same time. This can be arranged via BAPEN Office and an organiser of the first meeting should be identified)
 - Identify the terms of reference of the SIG (submit to council)
 - Nominate a Chairman, secretary and treasurer if required

- Develop a provisional work plan & reasonable outcomes
- Develop short and long term goals with expected timelines
- Agree frequency of meetings of the SIG

This information will then be presented to Council together with updates at each Council meeting.

If the objectives of the SIG change or expand then this should be presented to Council

Ending a SIG

Once a SIG has completed its objectives or that it is not able to function in a way to complete its objectives then it can be disbanded. This information will be presented to Council together with any financial issues.