

BGCS Guidelines Subgroup Terms of Reference

The BGCS is referred to as the Society.

1. Aims

The Guidelines Subgroup will oversee the development and update of clinical guidelines relevant to the Society

2. Objectives

- 2.1 To develop and update clinical guidelines relevant to the practice of gynaecological oncology in collaboration with the BGCS officers.
- 2.2 To comment upon the development of guidelines by other agencies such as NICE, the RCOG, RCP (which has links to RCR, NCRI and the Association of Cancer Physicians) and SIGN which may impact upon the practice of gynaecological oncology on behalf of the Society. An International perspective needs to be adopted including ABOG, ESGO, ESMO, NCCN and SGO.

3. Composition

- 3.1 The guidelines group is accountable to the Council of the Society.
- 3.2 The Chair will be appointed by Council and serve for 3 years and may be renewed at any time at the discretion of Council.
- 3.3 Co-opted membership shall be offered to Society members with an interest in guideline development after agreement by Council. The process of appointment will be open, fair and transparent. Membership of the Subgroup and attendance at the guidelines group meetings/teleconferences is open to each of the BGCS officers.
- 3.4 Administrative support for the group shall be provided by the Society secretariat. All formal correspondence is to be forwarded to Council

3.5 The Chair may co-opt other individuals as appropriate after discussion with the Officers of the Society. There is no standing membership. Input to the guidelines and regular communication should be sought from each of the patient support groups where available.

4. Quorum

4.1 A meeting is quorate if the Chair, an Officer and at least 2 members are present. All policy decisions must be minuted and forwarded to Council. The meetings are open to all BGCS Officers and ideally 1 Officer should attend each meeting.

5. Term of office

5.1 Each member shall be appointed for 3 years only. This is renewable at the discretion of Council.

6. Funding

6.1 Funding for the meetings including travel expenses for each co-opted member or the Chair will be from the Society.

6.2 Funding for guideline developments must be approved by Council.

6.3 Monies can only be spent by the Guidelines Subgroup (above and beyond running costs) following confirmation by the Officers of the Society but not with any Officers who are co-opted members of the Guidelines Subgroup.

6.4 Reasonable travel expenses will be reimbursed by the Society for subgroup members engaged in agreed business in line with the BGCS travel policy.

7. Meetings

7.1 Meetings to be provisionally scheduled at the discretion by the Chair and preferably should be at least annually.

7.2 Further communication between meetings should be by email. Important announcements will be placed on the Society website.

7.3 Proceedings of any meetings shall be minuted and are confidential. They shall be copied to the members of the BGCS Council.

7.4 Observers at the meetings shall be allowed only at the discretion of the Chair.

8. Reporting arrangements

8.1 The Chair of the Guidelines Subgroup should formally report to the Council of the Society at each BGCS conference and additionally on request.