

Job Title:	Higher Committee, CRG or Section Committee Member (to include Chair and Secretary of the Committee)
Date Prepared:	August 2021
Date Updated:	N/a
Reports to:	Higher Committee, CRG or Section Committee Chair
Other Regular Relationships:	All Committee Members and BSG office
Overall Purpose of the Job:	To attend meetings of the Committee and work with the Chair to achieve strategic objectives of the Committee

DESCRIPTION OF THE BSG

- The mission of the BSG is to support its members to provide the best care and achieve the best outcomes for patients with gastrointestinal and liver diseases
- The British Society of Gastroenterology is an organisation focused on the promotion of gastroenterology within the United Kingdom. It has over three thousand members drawn from the ranks of physicians, surgeons, pathologists, radiologists, scientists, nurses, dietitians, and others interested in the field. Founded in 1937 it has grown from a club to be a major force in British medicine, with representation within the British Royal Colleges and health service and Government bodies. Internationally it is represented at World and European level.
- The BSG is a registered Charity subject to Charity Commission rules and has a governance structure composed of Trustees, an Executive, and Elected Council representing the membership. The interplay of these groups is to ensure effective implementation and adherence to our mission.

DUTIES

- Committee members are required to take an active role in Committee business during meetings and respond to requests for assistance outside of meetings.
- Elected members of a Committee will be requested to nominate themselves to represent their Committee on other BSG Committees and the Programme Committee to aid information and knowledge sharing.
- Committee members are required to attend Committee meetings of which they are a member and those meetings where they act as a representative i.e. as a Section Representative on a Higher Committee. Apologies must be sent if unable to attend a meeting, but this should not be a regular occurrence.

- **All** Committee members are required to serve as abstract reviewers and work to the timetable required by the Programme Committee.
- **All** Committee members are required to serve on the judging panel if requested¹ of any Award, Prize, Bursary or Grant run by the Committee of which they are a member.

Full details of the responsibilities of each Committee can be found below:

Abstracts: <https://www.sweetprocess.com/procedures/B9JbauE2Wq/abstracts-procedure/>

Awards and bursaries: <https://thebsg.monday.com/boards/1099992303>

Unless stated below, prizes, lectures and bursaries align with annual meeting.

Higher committees

Research

- Frances Avery Jones – advertised and judged by committee. Key part of programme
- UEG Rising stars – FAJ winner is this
- Guts UK/BSG research awards – not annual meeting
- BSG/NIHR CRN Awards – not annual meeting, run by NIHR
- Abstract presenters travel bursaries

Education

- Education travel bursaries
- Abstracts categories – Education and training

CSSC

- Service Development Prize – advertised and judged by CSSC, base of their session at conference
- Abstracts categories – Service

Training

- Barbers company award – new for 2021, advertised and judged
- Abstracts categories – Education and Training

International - none

Sections

AYP - None

AGIP- None

Colorectal

- John Nicholls Lecture – committee as part of their programme
- Abstracts categories – Colorectal

¹ Not all require the full Committee

Endoscopy

- Endoscopy foundation lecture – invited by committee, part of their programme
- Hopkins Prize – advertised and judged by committee. Key part of programme. Every 2 years (2022 is next)
- Abstracts categories – Endoscopy and Endoscopy Video

Gastroduodenal

- Abstracts categories – Gastroduodenal

IBD

- Abstracts categories – IBD

Liver

- Sheila Sherlock Lecture – decided by committee, part of their programme
- Abstracts categories – Liver

NGM

- Abstracts categories – NGM

Nurses

- Nurse Service Award – advertised and judged by committee
- Abstracts categories – Nurse AHP

Oesophageal

- UKBOR prize – new for 2021, advertised and judged
- Abstracts categories – oesophageal

Pathology

- Basil Morson Lecture – decided by committee as part of their programme
- Abstracts categories – pathology

Pancreas

- Abstracts categories – Pancreas

Trainees

- Alistair McIntyre prize – advertised, judged live at conference 'dragons den' style
- Leadership and management prize – advertised and judged via committee
- Out of Programme award – advertised and judged via committee
- Young Gastroenterologist of the year – advertised and judged via committee
- No abstract categories

SBN

- Abstracts categories – Small Bowel, and Nutrition as two separate categories

SWiG - none

Membership

- Members are elected on to the Committee by the BSG membership and serve a Term of Office of 3 years.
- Coopted Committee members have no voting rights and sit on the Committee by invitation only. These roles, in accordance with the Committee Terms of Reference, are time and task limited.
- Except in exceptional circumstances, to be agreed in advance with the BSG office, coopted Committee members may not represent the Committee elsewhere as they do not hold elected office.

Communication

- To work collaboratively with all Committee members.