



Association for Palliative Medicine

TERMS OF REFERENCE APM SPECIALTY STAFF GRADE AND ASSOCIATE SPECIALISTS (SSAS) COMMITTEE January 2015

(For approval by the Association for Palliative Medicine's AGM on the 24 April 2015)

1. **Name**

The name of the APM Committee shall be 'APM Specialty Staff Grade and Associate Specialists Committee' hereafter referred to as SSAS.

2. **Purpose**

The SSAS Committee provides representation to the Executive Committee of the APM through the Chair, liaises with the British Medical Association and provides a representative for the RCP/RCGP Committees. The Committee provides a contact point for SSAS members looking for help and advice, as well as coordinating activities for this group and working with the Professional Development Committee of the APM on SSAS issues and being aware of requirements for specialist accreditation.

3. **Committee Membership**

2 Joint Chairs

2 Elected Members

SSAS Reps

- Education Committee
- Professional Standards Committee
- Workforce Committee
- RCP/APM Joint Specialty COmmittee

Total: 9

4. **Term of office**

Chair 3 years

Committee Members 4 years

No Committee member may serve more than 2 terms and/or serve more than 1 term as chair, providing a maximum of 11 years. The chair/office bearers can serve more than 3 years, only by agreement with the Executive Committee.

5. **Accountable to**

APM Executive Committee. The SSAS Committee will be asked to report to the Executive Committee 3 times per year.

6. Election

Ballot of all SSAS members of the APM

7. Meetings

Frequency of meetings: 4 times per year

The SSAS Committee can have a maximum of 3 face to face meetings per year.

APM committees can have as many telephone conferences as they wish, but should do this in conjunction with the APM Secretariat, to ensure that meetings/calls are coordinated with other committees and that value for money is achieved.

A meeting should be considered quorate if the Chair (or their deputy is present) plus 50% of other members.

If any member does not attend more than 50% of the meetings (including at least one face to face) in a year their position on the committee will be vacated unless the exec approves their continued membership due to special circumstances.

8. Funding

Venues for meetings and travel expenses will be funded by the APM.
(See *expenses policy*)

9. Role of Committee

- To provide representation to the Executive Committee of the APM through the Chair.
- To provide a contact point for members looking for help and advice.
- To coordinate activities for this group.
- Where possible to provide representation for SSAS doctors on the following;
 - RCP/APM Joint Specialty Committee.
 - APM Workforce Committee
 - APM Education Committee
 - APM Professional Standards Committee
- To be aware of requirements for specialist accreditation.
- To offer guidance for members faced with issues around revalidation