

6. Election

Ballot of all Full and Full with reduced subscription members of the APM

7. Meetings

Frequency of meetings: 4 times per year

The Science Committee can have a maximum of 2 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 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 advise the APM on the scientific basis of palliative medicine, including responding to consultations and commenting on scientific documents for which the APM endorsement is being sought
- To develop a greater scientific profile for the specialty of Palliative Medicine, including identifying the gaps in the evidence base within the context of previously identified research priorities.
- To provide training in research methods to APM members via the provision of study days