



TERMS OF REFERENCE

ASSOCIATION FOR PALLIATIVE MEDICINE OF GREAT BRITAIN AND IRELAND BOARD

1. Name

The name of the APM Committee shall be 'APM Board'

2. Purpose

The APM Board is the over-reaching committee for the APM with directly elected members. It is responsible for strategic oversight as well as day to day management of the APM's business. The President, Vice-President, Treasurer and Secretary are core members of the Board, as well as Presidential Support, which will usually be the immediate Past President but may be another individual chosen by the President to provide support and / or organisational memory. The Board is responsible for organisational accountability, provides an overview of APM work and strategy and determines the conditions of membership.

3. Committee Membership

Officers / Charity Trustees:

- President
- Vice-President
- Honorary Secretary
- Honorary Treasurer
- Immediate Past President or Presidential Support

Elected members:

- Ireland Representative
- Northern Ireland Representative
- Scotland Representative
- England Representative
- Wales Representative
- Elected Representative
- Elected Representative



4. Term of office

President	2 years (plus preceding 2 as Vice-President)
Vice-President	2 years (plus following 2 years as President)
Honorary Secretary	3 years
Treasurer	3 years
Presidential Support	2 years (usually immediate Past President or, if required, another qualified individual at the discretion of the APM Board)
Elected Members	4 years

5. Accountability framework

The APM Board is accountable to members via the organisation's Annual General Meeting, or via other processes as outlined in the APM Governing Document.

APM Committees will be accountable to the APM Board and will be required to report to the APM Board 3 times per year.

6. Elections

Election to the APM Board will be by ballot of full members of the APM prior to the Annual General Meeting (AGM) where a member or Officer are approaching the end of their Term of Office.

Election of Officers / Charity Trustees will be ratified at the APM AGM.

7. Meetings

Frequency of meetings: 3 face to face meetings per year and 3 teleconferences per year.

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



If any APM Board member does not attend a minimum of 50% of the meetings in a year, they will be asked to vacate their position unless the APM Board approves their continued membership due to special circumstances.

8. Funding

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

9. Role of the APM Board

- To be responsible for the day to day management of the APM's business
- To discuss, agree and oversee the strategy of the APM
- To ensure governance, accountability and good standing of the organisation
- To provide an overview of and regular communication with APM members of all issues relevant to Palliative Medicine
- To determine the conditions of APM membership and develop recruitment as appropriate
- To arrange general and extra-ordinary meetings of the organisation and oversee all APM-badged events
- To maintain and develop APM relationships with external bodies and organisations (e.g. Department of Health, Royal Colleges, other professional organisations)