

## Terms of Reference

### Affiliated Group Leaders Committee

#### Definition

The affiliated group leaders committee is responsible for the development and implementation of the PCRS affiliated groups programme and is accountable to PCRS Executive and ultimately to the PCRS Trustees.

#### Composition

The affiliated group leaders committee shall consist of between 4 and 8 members, appointed by PCRS Executive. All members should be experienced affiliated group leaders. Ideally there will be representation from all four UK nations. All members of the affiliated group leaders committee must be members of PCRS. The group will be chaired for at least the first year by the PCRS Nurse Lead / Vice Chair. Thereafter a Chair shall be appointed from within the group.

The PCRS Operations Director will act as secretary to the Committee and provide administrative support.

#### Powers and Responsibilities

- Formulating an agreed strategy and business plan for the development of PCRS affiliated groups in line with the overall PCRS- UK business plan for approval by the PCRS Executive
- Supporting the PCRS CE to secure the funding and other resources required to deliver the agreed strategy and business plans
- Implementing the approved annual business plan reporting progress and any deviations to the PCRS Executive
- Identifying and responding to business opportunities as they arise, seeking approval from the PCRS Executive for any activity outside the agreed business plan
- Identifying and recommending to the PCRS Executive suitable candidates for membership of the affiliated groups management group and managing the appointment process
- Allocating responsibilities within the Team for the elements of the affiliated groups programme
- Serve as the faculty to deliver the programme, in particular the agreed events
- Ensuring all PCRS affiliated groups activities are conducted in line with agreed PCRS strategic direction and policies / procedures, including
  - All affiliated groups materials approved by the affiliated groups management group Chair (or his/her deputy) and the PCRS Chief Executive
  - Letters of agreement in place with all speakers, facilitators and authors contracted to deliver part of the respiratory leaders programme
  - All expenditure in line with the agreed budget or authorised by the PCRS CE in advance of any commitment being made

All members of the affiliated group leaders committee are expected to abide by the PCRS code of conduct.

#### Committee Proceedings

The Affiliated group shall meet at regular intervals via teleconference to develop the affiliated group meeting programme.

A meeting of the affiliated group may be held in person or by suitable electronic means agreed by the members in which, all participants may communicate simultaneously with all other participants.

A quorum of the affiliated group shall be two.

Decisions made by the affiliated group shall be by simple majority verdict unless otherwise specified in these terms of reference. All elected affiliated group members shall have equal voting rights. In the event of there being a tied vote, then the Chair will have an additional casting vote.

Conflicts of interest will be declared at the start of each meeting in line with PCRS conflict of interest policy.

All Affiliated group meetings are to be minuted, with the minutes to be presented at the next Affiliated group meeting, and ratified by the Affiliated group as agreed, and then signed by the Chair. Draft minutes approved by CE and Chair are to be circulated within 2 weeks of an Affiliated group meeting and presented at the next affiliated group meeting. Any changes to the minutes are to be communicated to the affiliated group members within two weeks of the minutes being ratified.

[Standard clauses for committee terms of reference](#)

**Agreed by PCRS Executive: June 2017**

**Approved by Trustees: June 2017**

**Next Review Date: June 2020**