

## Terms of Reference

### PCRS Conference Organising Committee

#### Definition

The Conference Organising Committee is a sub-committee of Primary Care Respiratory Society Executive and is responsible for advising on, developing and implementing the charity's annual conference and associated activities. The Conference Organising Committee is accountable through the Executive to the PCRS trustees.

#### Composition of the Committee

The Committee shall consist of up to 12 members who will be appointed by the Executive and shall include at least one representative from each PCRS subcommittee and a balance of new members / previous experience and across GPs, primary care nurses, pharmacists and respiratory specialist nurses/ physiotherapists / others.

A Chair / Co Chairs shall be appointed by PCRS Executive. The chair or at least one co-chair must be an elected member of PCRS Executive. All members of the Committee must be full members of PCRS.

A representative from the Lay patient and carer reference group will be invited to participate in all meetings. The chief executive (or his/her deputy) will act as secretary to the Committee, supported by the PCRS operations team, but will not have voting rights.

The PCRS Executive Chair may attend Committee meetings and participate in Committee proceedings as he/she sees fit.

#### Powers and Responsibilities

The Committee shall be responsible for:

- Preparing, in conjunction with the CE, a business plan for the annual conference for agreement with the Executive
- Developing the programme for the conference, and identifying and securing suitable speakers
- Ensuring the approved business plan is implemented, reporting progress and any deviations to the Executive
- Identifying and responding to business opportunities as they arise, seeking approval from the Executive for any activity outside the agreed business plan
- Responding to and acting upon tasks allocated to them by PCRS Executive
- Succession planning for the Committee. Identifying and recommending to the Executive suitable candidates for the Chair and general membership of the Conference Organising Committee and managing the appointment process
- Allocating responsibilities within the Committee, including for example an overall lead for each programme stream
- Establishing a scientific committee to review/approve abstract submissions and other sub groups as required ensuring terms of reference are in place and approved by the Executive
- Ensuring the PCRS annual conference and associated activities are conducted in line with agreed PCRS strategic direction and policies/procedures

All members of the Committee are expected to abide by the PCRS code of conduct.

#### Committee Proceedings

The Committee shall meet regularly, at least twice a year.

A meeting of the Committee 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 Committee shall be three.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee Members shall have equal voting rights. In the event of there being a tied vote, 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 Committee Meetings are to be minuted, with the minutes to be presented at the next Committee Meeting, and ratified by the Committee as agreed, and then signed by the Chair. Draft minutes approved by the Chair and CE are to be circulated to Executive within 2 weeks of a Committee meeting and presented at the next Executive meeting. Any changes to the minutes are to be communicated to the Executive within two weeks of the minutes being ratified.

**Committee Chair**

The Chair (or Co Chairs) of the Committee shall be appointed by the Executive. The Chair's term of office shall be three years from the date of his / her appointment as Chair. The Chair shall not normally serve more than two terms of office, unless otherwise approved by the trustees.

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

**Agreed by PCRS Executive:** May 2018

**Approved by Trustees:** October 2018

**Next Review Date:** **May 2021**