

British Burn Association: Education Committee
Terms of Reference (TOR)

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| 1. NAME OF SUBGROUP: | Education Committee |
| 2. ACCOUNTABLE TO: | British Burn Association Executive elected by the membership |
| 3. AIMS AND PURPOSE: | To support the British Burn Association in meeting its aim to promote education in all aspects of burn care. |
| 4. OBJECTIVES AND RESPONSIBILITIES: | <ul style="list-style-type: none"> • To promote and support education in burn care to all healthcare providers • To support the Chair in organising the Education Day prior to the Annual Scientific Meeting • To promote education via the BBA awards eg Laing Essay prize • To recommend the educational priorities for the British Burn Association by seeking the views of the membership • To look for innovative ways to further promote education in burns care • To represent the Executive at the EMSB Senate meetings |
| 5. MEMBERSHIP: | <p>Core membership:</p> <p>Chair: nominated from BBA Executive Committee plus BBA Executive Committee EMSB Senate Representative and Membership by election from interested members</p> <ul style="list-style-type: none"> • Burns Surgeon • Burns Nurse • Burns Allied Health Professional • Burns Anaesthesia/ ITU • Trainee member (nursing, medical or therapy) <p>Members of the core committee will usually serve for 2 years, renewable. All members of the Association may attend the open meeting at the Annual Scientific Meeting.</p> |
| 6. DECISION MAKING PROCESS: | Decisions will not be taken where the primary discipline is not represented. |
| 7. QUORUM: | A meeting will be considered to be quorate if half of the identified members are present. |
| 8. FREQUENCY OF MEETINGS: | <p>1 Open meeting at BBA Annual Scientific Meeting</p> <p>1 Core Members meeting</p> <p>Any further meetings as deemed necessary to meet its aims and objectives</p> |
| 9. SERVICED BY: | BBA Secretariat |
| 10. DURATION OF THE GROUP | As determined by the Executive Committee of the British Burn Association. |

May 2012