

ENCLOSED:

Vice President Job Description	Page 1
Council Member Job Description	Page 2
List of Council Members	Page 3

JOB DESCRIPTION**VICE PRESIDENT OF THE BRITISH PAIN SOCIETY**

This is a senior position within the BPS which provides the individual with the opportunity to influence the strategic direction of the BPS and provides a “taster” opportunity for the role of president.

Term of office: The Vice President shall hold office for the period during which there is no President Elect in office (usually two years) as prescribed in the Regulations, at the end of which he/she shall retire and not be eligible for re-election to that office.

Particular Vice President Responsibilities

- Act on duties and responsibilities as delegated by the President.
- Act as deputy to the President in his/her absence at meetings or functions as delegated by the President.
- In the absence of the President, prepare the agenda for, and chair Council meetings and the AGM.
- In the absence of the President act as line Manager for the CEO and responsible for overseeing personnel issues within the Secretariat.

Liaison Responsibilities

- Liaise with the President to help develop the strategic view and implementation of the British Pain Society’s role, and assist in organising and running the occasional BPS Council Strategy Days.
- Liaise with the Department of Health and other national bodies on behalf of the Society.
- Liaise with Council, IASP and EFIC and other IASP chapters on behalf of the Society.
- Liaise with British Pain Society committees, Governmental organisations, Royal Colleges, Associations, Universities, patient-led charities, Primary Health Care, and pharmaceutical companies on behalf of the Society for the benefit of patients with pain.
- Act as liaison for media (with others) representing the views of the British Pain Society.

Duties as a Member of the Executive Board

- Be jointly responsible with the other Executive Officers for the decision making involved in the day-to-day management of the Society.
- Partake in the fortnightly teleconference calls of the Executive Officers.

- Take part in Secretariat appraisals, interviews and other personnel proceedings that may arise from time to time.
- Share responsibility for the budget of the Society on the advice of the Treasurer.
- Approve the annual report and accounts of the Society as produced by the Treasurer.
- Comply with the legal responsibility to ensure that statutory documents are delivered to the Registrar of Companies House as and when required by the Companies Act.
- Comply with responsibilities of an employer under Health and Safety legislation.

Duties as a Member of Council

- Attend meetings of Council at the offices of the British Pain Society in London and one during the ASM; normally five times a year.
- Attend the Society's Annual Scientific Meeting (3 day event held in the UK).
- Access e-mail and the Council Google Group exchanges (approx. for 2-4 hours per week) to contribute to the debate, discussion and comment pertaining to the day-to-day business of the Council and the Society, as well as helping to formulate the strategic development of the Society in accordance with the Articles and Memorandum of Association.
- Comment on documents being produced by national bodies, e.g. DoH, HTS, Royal Colleges, Faculty of Pain Medicine of RCA, and NICE.
- Ratification of responses to Governmental, Royal College and other documents.
- Specific tasks; eg liaison with NICE, as agreed with the President.
- Answer questions raised by members of the public, Members of Parliament, Department of Health, the press and television, and to attend various meetings.
- Discuss and approve British Pain Society publications.
- Serve on sub-committees of Council and act as liaison with one of the Society Special Interest Groups, as requested by Council and the President.

Formal and Legal Requirements

- As a member of Council, act as Director of the Limited Company and Trustee of the Charity with statutory legal responsibilities.
- Attend an induction course on responsibilities of a Trustee of a Charity.
- Sign a declaration form to state that you are not disqualified from being a Trustee or Director.
- Provide proof of identity and residence to comply with current money-laundering legislation.
- Declare any conflict of interests and any other significant appointments.

Dates of Council meetings 2019: 3rd May (at the ASM), 27th June, 26th September, 18th November

COUNCIL MEMBER JOB DESCRIPTION

COUNCIL MEMBERS OF THE BRITISH PAIN SOCIETY ARE EXPECTED TO:

- Act as director of the Limited Company and Trustee of the Charity with appropriate legal responsibilities
- Attend an induction course on responsibilities of a Trustee.
- Attend meetings of Council at the offices of the British Pain Society in London and at the ASM; normally five times a year (usually from 11.00-17.00, with a shorter meeting at the ASM).
- Attend the Society's Annual Scientific Meeting (3 day event held in the UK)
- Be responsible for the decision making involved in the day-to-day management of the Society
- Comment on documents being produced by National bodies, e.g. DoH, HTS, Royal Colleges, and NICE
- Specific tasks; e.g. liaison with NICE, as agreed with the President
- Answer questions raised by members of the public, members of parliament, the press and television, and to attend various meetings
- Discuss and approve British Pain Society publications.
- Have regular access to e-mail and contribute to the debate, discussion and comment pertaining to the day-to-day business of the Council and the Society, as well as helping to formulate the strategic development of the Society in accordance with the Articles and Memorandum of Association
- Serve on at least one of the sub-committees of Council and one of the Society Special Interest Groups
- Take part in Secretariat appraisals, interviews and other personnel proceedings, that may arise from time to time
- Sign a declaration form to state that you are not disqualified from being a Trustee or Director
- Provide proof of identity and residence to comply with current money-laundering legislation
- Declare any conflicts of interest and any other significant appointments
- Share responsibility for the budget of the Society
- Approve the annual report and accounts of the Society
- Comply with the legal responsibility to ensure that statutory documents are delivered to the Registrar of Companies House as and when required by the Companies Act
- Comply with responsibilities of an employer under Health and Safety legislation

You are advised to read the publication "The Essential Trustee; what you need to know" produced by the Charities Commission (http://www.charity-commission.gov.uk/Charity_requirements_guidance/ccpubs3.aspx) and the Directors and Secretaries Guide - GBA1 produced by Companies House (<http://www.companieshouse.gov.uk/about/gbhtml/gba1.shtml>)

Dates of Council meetings 2019: 3rd May (at the ASM), 27th June, 26th September, 18th November

LIST OF OFFICERS AND COUNCIL MEMBERS

May 2018 – May 2019

Name	Position	Period of office
OFFICERS		
Dr Andrew Baranowski <i>Consultant in Pain Medicine, University College London Hospitals, NHS Foundation Trust</i>	President	2016 - 2019
Dr Arun Bhaskar <i>Consultant in Anaesthesia & Pain Management, Imperial College Healthcare NHS Trust</i>	President Elect	2018 - 2019
Prof Roger Knaggs <i>Associate Professor in Clinical Pharmacy Practice, University of Nottingham, and Advanced Pharmacy Practitioner - Anaesthesia & Pain Management, Nottingham University Hospitals NHS Trust</i>	Honorary Secretary	2016 - 2019
Dr Ayman Eissa <i>Consultant in Paediatric Anaesthesia & Pain Management, Sheffield Children's NHS Foundation Trust</i>	Honorary Secretary Elect	2018 – 2019
Dr Heather Cameron <i>Physiotherapy Professional Lead, NHS Greater Glasgow & Clyde</i>	Honorary Treasurer	2016 - 2019
Dr David Glyn Williams <i>Consultant Anaesthetist, Great Ormond Street Hospital Children NHS Trust</i>	Honorary Treasurer Elect	2018 – 2019

ELECTED COUNCIL MEMBERS

Prof. Sam Ahmedzai <i>Emeritus Professor and Consultant in Palliative Medicine</i>	Council member	2018-2021 (2nd term)
Dr Peter Brook <i>Consultant in Anaesthesia and Pain Management, United Bristol Healthcare NHS Trust</i>	Council member	2018-2021
Dr Neil Collighan <i>Consultant in Pain Medicine, East Kent Hospitals NHS Trust</i>	Council member	2018-2021
Dr Ashish Gulve <i>Consultant in Pain Management, South Tees Hospitals NHS Trust</i>	Council member	2018-2021
Dr Tim Johnson <i>Consultant in Pain Management, Salford Royal Hospitals NHS Trust</i>	Council member	2016-2019 (2nd term)
Dr Ramanarayanan Krishnamoorthy <i>Consultant in Anaesthesia and Chronic Pain Management, Wigan and Leigh NHS Foundation Trust</i>	Council member	2018-2021
Dr Sarah Love-Jones <i>Consultant in Pain Medicine & Anaesthesia, North Bristol NHS Trust</i>	Council member	2018-2021 (2nd term)
Dr Zoey Malpus <i>Clinical Psychologist in Pain Management, Manchester University Foundation NHS Trust</i>	Council member	2016-2019
Dr David Pang <i>Consultant in Pain Management, Guy's and St Thomas' NHS Foundation Trust</i>	Council member	2018-2021