

Committee members

- 1) Eleanor Burgess, Healthcare Commission: Minutes Secretary.
- 2) Sarah Coombs, Barts and the London NHS Trust: Website sub-group lead and Specialist Repositories Group representative (Society of Archivists).
- 3) Colin Gale, South London and Maudsley NHS Trust (Bethlem Royal Hospital): Membership Secretary.
- 4) Jenny Haynes, Royal College of Obstetricians and Gynaecologists.
- 5) Vicky Rea, Royal Free Hospital.
- 6) Catherine Redfern, Barts and The London NHS Trust: Records Management sub-group lead.
- 7) Stephen Soanes, User of Health Archives.
- 8) Karen Waite, Royal Cornwall Hospitals NHS Trust.
- 9) Kath Webb, Borthwick Institute, York: Research sub-group lead.

15 May 2008

Terms of reference for Committee

1. To conduct the day to day and ongoing business of the Group under the direction of the Chair.
2. Questions fundamental to the Group's identity and functions are ultra vires of the committee and are subject to a vote of all members, by e-mail vote or at an Annual General Meeting.
3. All members of the Group are eligible to stand for the committee.
4. The committee has a minimum number of five members, and a maximum number of twelve.
5. Committee posts include Chair (or two Co-Chairs) and Secretary (or Membership Secretary and Minutes Secretary). Other posts such as Vice-Chair, Treasurer and Web Officer may be held if deemed appropriate by the committee.
6. Committee members are elected in an individual capacity and not as representatives of another body, constituency or geographical area.
7. Committee members and post holders are elected annually at the Annual General Meeting. The committee thus formed has the authority to co-opt members at other times, the period of co-option lasting until the following Annual General Meeting.
8. Those standing for election to the committee should submit notice of this to an existing committee post holder no later than one week before the Annual General Meeting.
9. The committee meets three times per year prior to the Group meetings which are open to all members, at which it reports to the members.

10. Committee members are expected to attend a minimum of one meeting per year. In the event of any committee member continually failing to attend meetings without satisfactory explanation having been given, the remaining members may, by majority vote, remove him/her from the committee.

May 2006

Responsibilities of Health Archives Group committee members

Chair

Chairs meetings

Prepares agenda for meetings (with Minutes Secretary and Membership Secretary)

Lead on promoting Group, for example through writing articles for professional publications

Lead on liaison with other bodies

May be required to represent the Group on other bodies

Prepares formal responses on behalf of the Group to policy documents produced by other bodies

Liaises with fellow committee members and keeps them informed of developments

Membership Secretary

Maintains membership list

Sends messages out to members

Organises meetings – liaises with venue and speakers

Receives confirmation of attendance and apologies for absence for meetings from members

Prepares agenda for meetings (with Minutes Secretary and Chair)

Minutes Secretary

Takes minutes at meetings

Prepares agenda for meetings (with Membership Secretary and Chair)

Committee members without a specific portfolio

To attend committee meetings, held three times per year immediately before Group meetings open to all members

May lead or form part of one or more HAG sub-groups

Contributing to Group input into policy documents produced by other bodies

Contributing to other Group activity as required

May 2006