



British and Irish Orthoptic Society

GOVERNANCE AND PROCEDURES HANDBOOK

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Registered Office: 3rd Floor, Interchange Place, 151-165 Edmund Street, Birmingham B3 2TA.

Charity number: 326905

Ltd. Company number: 1892427

0121 728 5633

www.orthoptics.org.uk

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1. Introduction

1. The purpose of this handbook is to provide practical information and guidance for all those responsible for running the British and Irish Orthoptic Society (BIOS). This includes the Honorary Officers, Trustees, and any staff who are employed or otherwise contracted to provide services to BIOS.
2. The handbook should be reviewed annually, and updated if required, observing a simple system of version control.
3. The handbook draws on legal and regulatory requirements that govern BIOS as:
 - A charity
 - A company limited by guarantee
4. It also draws on the Articles of Association and policies, procedures and structures that have been approved by the Trustees.

2. Organisational Structure

2.1 BIOS is the professional body for orthoptists in the United Kingdom and the Republic of Ireland.

2.2 The objects of BIOS, as expressed in the paragraph 3 of the Articles, are as follows:

“The objects for which the Society is established are for the public benefit to advance education in orthoptics and cognate subjects and to encourage the study and improve the practice of orthoptics with a view to maintaining and raising standards in clinical and scientific orthoptics.”

2.3 This over-arching statement is followed by 33 specific powers listed in Article 4. The powers are widely drawn, so that BIOS can legitimately carry out all the functions of a company, a charity and professional body (as appropriate). It is important to note, however, that BIOS cannot act outside those objects and powers.

2.4 BIOS is governed by a Board of Trustees, all of whom are elected by the members. These comprise:

- Chair – elected nationally
- Vice-Chair – elected nationally
- 3 England representatives – elected by members in England
- 1 representative each from Scotland, Wales, Northern Ireland and the Republic of Ireland– elected by members in the respective countries.
- Leaders of Orthoptic Profession (LOOP) Lead

The Board may also co-opt non-voting members for a maximum period of 12 months each. This can be renewed if agreed by the Trustees.

2.5 BIOS is established as a charity and a limited company. Therefore, the Trustees have obligations and responsibilities as directors of a limited company, as well as trustees of a charity.

2.6 The Trustees are supported by an advisory Council which comprises;

- Chair of the Education and Professional Development Committee
- Director of Research and Innovation
- Editor of the British and Irish Orthoptic Journal
- New Graduate Representative,
- Representative to the International Orthoptic Association (IOA)
- Representative to the European Orthoptic Council (OCE)
- Public Health Lead
- Equalities, Diversity & Inclusion Lead
- The General Secretary of the British Orthoptic Society Trade Union (BOSTU)

2.7 The Board of Trustees meets 4-5 times per year and will include a report from the BOSTU General Secretary. The Council meets twice a year in conjunction with a Trustees meeting.

2.8 In the event of an urgent issue requiring a decision arising between meetings, the Chair and Vice Chair are empowered to take executive action, and then account for it at the subsequent meeting.

2.9 Terms of reference for the Board of Trustees and Council can be found in [Appendix A](#).

2.10 There is one standing committee, the Education and Professional Development Committee (EPDC). The purpose of this committee is:

“To promote, oversee and facilitate professional education, development and standards in Orthoptics at all stages of training and professional practice”.

Terms of reference for the committee are shown in [Appendix B](#).

2.11 The Trustees appoint members to carry out other internal roles and external representatives to work with government, charities, related Royal Colleges and professional bodies, the IOA and OCE, in addition to ad hoc projects. Job descriptions for the following roles are shown in the Appendices: [Journal Editor](#), [Research and Innovation Director](#), [OCE Representative](#) and [IOA Representative](#), [New Graduate Representative](#), [Equalities, Diversity and Inclusion Lead](#), and [Public Health Lead](#).

2.12 The British Orthoptic Society Trade Union (BOSTU) is an independent trade union and is governed by its own Executive Board. The Retirement Association is also entirely separate from BIOS.

2.13 Members can join Clinical Advisory (CAG) or Non-Clinical Advisory (NCAG) Groups (previously known as Special Interest Groups).

CAGs:

- Special Educational Needs
- Stroke and neuro rehabilitation
- Vision Screening
- Neuro orthoptics/ophthalmology
- Medical Retina
- Glaucoma
- Low Vision
- Visual Processing Disorders
- Falls
- Paediatric ophthalmology

NCAGs:

- Leaders of Orthoptic Profession (LOOP)
- Research
- Public Health
- Private Practice
- E-health
- Medicines & Exemptions
- Global involvement and volunteering for eyes (GIVE)

2.14 The guidelines for setting up and running CAGs and NCAGs are shown in [Appendix D](#).

They do not hold their own funds and their running expenses are covered by BIOS. They are accountable to BIOS, and BIOS is ultimately responsible for any acts or omissions of the CAGs and NCAGs. A job description for CAG Leads is shown at [Appendix D](#). All CAGs should include a service user representative, and a job description for this role is shown at [Appendix E](#).

The CAGs and NCAGs sit under EPDC and are overseen by its Vice-Chair.

2.15 Guidelines are available for the organisation of clinical meetings ([Appendix E](#)).

2.16 The Annual General Meeting (AGM) is usually held during the BIOS conference to maximise attendance. The procedural rules governing the AGM and other General Meetings (if called) are laid down in section 11 of the Articles. It is important to observe these rules, otherwise there is a risk that a meeting could be challenged by members and invalidated.

3 Roles and responsibilities of trustees

3.1 The Trustees must exercise their duties in accordance with both the requirements of the Charities Act 2011 and the Companies Act 2006. Fortunately, these are broadly consistent.

3.2 Duties of Charity Trustees:

1. To ensure your charity is carrying out its purposes for the public benefit
2. To comply with your charity's governing document and the law
3. To act in your charity's best interests
4. To manage your charity's resources responsibly
5. To act with reasonable care and skill
6. To ensure your charity is accountable

3.3 Duties of Directors:

1. To promote the success of the company
2. To act within the company's powers
3. To exercise reasonable care, skill and diligence
4. To avoid conflicts of interest
5. Not to accept benefits from third parties
6. To exercise independent judgement
7. To declare an interest in a proposed transaction or arrangement

3.4 BIOS provides regular training for the Trustees to help them carry out their duties effectively.

3.5 Trustees are elected for a three-year term of office, and they can serve for a maximum of two three-year terms. Trustee elections are generally run in-house by BIOS staff/contractors. In the event of an election where there are several candidates, BIOS may seek the services of a professional election company such as Electoral Reform Services (ERS). If a Trustee is appointed to an officer role s/he will be eligible to serve the full term of office for that role in addition to the time already served as a Trustee.

3.6 The Trustees are elected by the members, and therefore may feel there is a tension between accountability to the members and accountability to BIOS. Trustees do, of course, articulate and take into account the views of members in any Board debate, but they are not mandated by the electorate and must use their judgment to reach their own decisions. The responsibility on each trustee is to comply with the relevant legislation and have the interests of BIOS as a priority (for example see point 3.2.3 above). Having collectively reached a decision, Trustees must publicly support and promote that decision (for example see 3.3.1 above).

3.7 Regardless of their position on the Board (e.g. representative of a country) or specialist interest, Trustees are jointly responsible for the success of the whole organisation. Individuals must therefore pay attention to all the matters under discussion. They are not, however, expected to be experts in the myriad of functions carried out by BIOS. Exercising "reasonable care, skill and diligence" means reading all the papers for meetings, being

ready to ask questions and participate in the discussion. It also means recognising as a Board when professional advice is needed.

3.8 As a small organisation with limited staffing, it is inevitable that Trustees will take a close interest in operational matters, and a log of actions arising from Board meetings should be maintained and updated at every meeting. However, Trustees must also maintain a high-level perspective on the vision and strategy of BIOS and whether this is being achieved (see [section 4](#)).

3.9 The BIOS risk register is maintained by the Chair and should be reviewed by the Trustees regularly.

Risk registers identify risks to the organisation (environmental, technical, financial, political, reputational); score the risks (typically according to their likelihood and impact); and outline what measures are in place to mitigate the risks, particularly those that are most likely to occur and would have the greatest impact.

3.10 BIOS holds a register of Trustees' interests, which is maintained by the Business Services Organisation. Trustees must complete annually a declaration of interests form in addition to the fit and proper persons form ([Appendix G](#)). Additionally, Trustees must declare if they have a conflict of interest pertaining to an item on a Board meeting agenda, (e.g. involvement in a company that is bidding to provide services to BIOS). They should withdraw from the discussion if appropriate, and this should be noted in the minutes.

3.11 It is good practice for the collective performance of the Board to be reviewed externally from time to time, to ensure that Trustees are discharging their duties effectively on behalf of the members, and in accordance with their legal responsibilities.

Such reviews, which might be carried out by independent consultants or trusted colleagues from sister organisations, should consider:

- Are meetings running to time?
- Does the Board devote sufficient attention to substantive items of policy and strategy?
- Are the outcomes and expectations arising from discussions clear?
- Do all Board members demonstrate collegiate and constructive behaviours?
- Do all Board members have the opportunity to contribute to debate?

A list of behavioural indicators for Trustee and Council meetings is included as part of the Board and Council Procedures in [Appendix A](#).

3.12 A simple self-assessment exercise should be carried out annually to enable Trustees to reflect on their own performance and contribution, and to identify training needs which can then be met individually or collectively ([Appendix G](#)).

4. Strategic Planning

- 4.1 Strategic planning is the process of defining an organisation's direction and goals; determining the actions needed to achieve those goals; and allocating the required resources. The duration of a strategic plan is typically 3-5 years, thus lifting it out of everyday operational planning and recurring activity.
- 4.2 When preparing a new strategic plan, Trustees should engage with the members to discover their aspirations for the future of the organisation and for the orthoptic profession itself, as both strands are inextricably linked. For example, if members want to attract more entrants into the profession, BIOS must develop a relevant public relations strategy and determine how this can be delivered.
- 4.3 Strategic planning is also about prioritising and determining what can reasonably be achieved in light of the external environment (political, economic, societal) as well as in light of available resources. BIOS typically works with outside consultants who can help the Trustees to formulate and promulgate the plan.
- 4.4 Measurement systems should be put in place so that the Trustees can review progress with the plan. Key performance indicators (KPIs) and RAG (red, amber, and green) ratings are commonly used, and provide an accessible way for Trustees to review progress. Time should be allocated at least once a year for the Trustees and Council to monitor the plan, recognising that unexpected events can and do happen and the plan may need to be modified accordingly.
- 4.5 In the final year of the cycle, Trustees should prepare a report for members on what has been achieved, as well as commencing preparation of the next plan.

5. Regulatory and Financial Management

- 5.1 The Society's financial year runs from 1 January to 31 December. The Honorary Officers should prepare a draft budget in conjunction with the accountants and present it at the forthcoming Trustees meeting. Any proposal to raise membership subscription rates greater than the rate of the retail Price Index plus 2% has to be approved by a General Meeting, usually held in June/July ([Appendix I](#)).
- 5.2 Members are issued annually with an invoice for their subscriptions and receipts for payment of subscriptions are made on request, for example if required by a member's accountant. Members' banking details are held by the accountants, not on the membership database.
- 5.3 Day-to-day financial transactions are carried out by the accountants, who also act as the Society's auditors. The accountants provide quarterly management accounts, which should be reviewed by the Trustees to ensure that income and expenditure during the year are in line with the budget, and that there are no surprises at the end of the financial year.
- 5.4 All payments must be authorised according to the requirement shown in the Expenses Policy ([Appendix F](#)).
- 5.5 BIOS reimburses the Chair's employer for two days per week and the Vice-Chair's employer for one day per week to enable them to carry out duties on behalf of the Society (Article 5.2 B). Other Trustees will only be paid out of pocket expenses.
- 5.6 Obtaining goods and services should be carried out according to the following guidelines, which will help BIOS achieve value for money without being unnecessarily burdensome:
- Value below £100: seek two verbal quotes
 - £100-1,000: seek three written quotes
 - £1,000-£5,000: seek three written quotes plus investigate the good standing of the provider
 - £5,000+: Carry out a full open tender
- 5.7 Contracts should generally be for three years' duration, with the option on either side to extend for two further years. Contracts should be held, and contract performance monitored, by the Business Services Organisation, who should inform Trustees in good time when contracts are due to expire.
- 5.8 Officers' insurance is provided in accordance with Article 19, which states that Trustees, other officers, employees and auditors should be indemnified against any liabilities incurred (excluding illegal acts) when acting on behalf of BIOS.
- 5.9 BIOS provides professional and public liability insurance for members. Claims should be sent to the provider under the trade union services agreement (see paragraph 8.6 below), who will liaise with insurers.

- 5.10 The Business Services Organisation is responsible for submitting annual returns to Companies House and the Charities Commission, and for maintaining a record of the Trustees' terms of office.
- 5.11 All official documents (accounts, annual reports, approved minutes of meetings, contracts) are stored in a secure place, accessible only to Trustees and the Business Services Organisation. Reports from Board or Council meetings, annual reports, and other useful information may be made available to the membership on the website.
- 5.12 Trustees will act with integrity and the overall financial health of the Society in mind when planning activity and setting budgets. Specifically:
- subscriptions will be set at a level which sustains the principal activity of the Society. It is expected that subscriptions will rise in line with inflation each year. The draft budget will be prepared on this understanding
 - generating income from activity particularly training and education activities
 - robust work planning and budget setting
 - securing efficiency savings and ensuring value for money from contracts
 - keeping business and operational activity and developments within the funds available
 - allowing for increases in fixed and variable costs and inflation when setting budgets
 - seeking new sources of income including restricted grants, unrestricted grants, donations, advertising, sponsorship and partnerships to fund the activities of the Society
- 5.13 The Society's reserves must be managed in accordance with the Reserves Policy, [Appendix J](#).

7. Communications

- 7.1 The Honorary Officers are responsible for authorising all official communications made on behalf of BIOS. These include letters, policy statements, responses to consultations and social media.
- 7.2 Trustees, Council members, and other members who lead on BIOS activity (TU, CAGs etc.) may have personal social media accounts. If commenting on matters relating to BIOS or orthoptics, they must make clear that they are commenting in a personal capacity, and they must still observe collective responsibility where applicable.
- 7.3 All postings on official social media accounts, blogs or discussion forums must be civil and avoid any form of abuse. The officers responsible for the various accounts should remove any contributions that may be libellous or offensive. Trustees have the power to terminate the membership of anyone who ***“has in the opinion of the Trustees behaved in a manner calculated to bring the Society or the profession of orthoptics into disrepute”*** (Article 8.2(B)) The social media policy is shown at [Appendix K](#).
- 7.4 Any emails sent on behalf of BIOS that are confidential should be so marked on the email header. Emails should include a disclaimer at the foot of the email, the minimum content of which should be:
- “This email contains information that may be confidential and is intended only for the addressee. If you are not the addressee you should not disseminate, distribute or copy this email, and should delete it from your system.
BIOS/BOS TU Registered Office 3rd Floor, Interchange Place, 151-165 Edmund Street, Birmingham B3 2TA. Ltd Company number 1892427. Charity number 326905”***
- The headers and footers are intended to protect BIOS in the event that an email is misused.
- 7.5 The website is the main channel of communication with the members and hosts the membership database. Development and maintenance of the website is outsourced. The Trustees should ensure in any contract with a provider that the website and database remain the property of BIOS, and that there is regular reporting to/liaison with the Business Manager. The provider acts as the data processor for the purposes of the General Data Protection Regulation.
- 7.6 From time to time the Trustees hire public affairs consultants to assist with lobbying and campaigns.
- 7.7 The BIOS logo is the property of BIOS, and it may only be used by members with the permission of the Trustees.

8. Equality and Diversity

9.1 BIOS is committed to equality and diversity. The Equality and Diversity statement is shown in [Appendix L](#).

10. Key Contacts

Business Services Organisation

Andy Burman

British Dietetic Association

3rd Floor, Interchange Place,

151-165 Edmund Street,

Birmingham B3 2TA.

a.burman@bda.uk.com

0121 200 8080

Bank

Unity Trust Bank

9 Brindley Place

Birmingham B1 2HB

Accountant & Auditor

Crossley

Star House,

8 Star Hill,

Rochester ME1 1UX

accounts@orthoptics.org.uk

01634 840440

Insurance Broker

Graybrook Hallam

8 Chandlers Way

South Woodham Ferrers

Essex CM3 5TB

enquiry@graybrook.co.uk

Solicitors

Wrigleys

19 Cookridge Street

Leeds

LS2 3AG

0113 244 6100

Website

Alex Whitelaw

Douglas Digital

Stirling House

Denny End Road

Cambridge CB25 9PB

alex@douglasdigital.com

01223 790212

Appendices

Appendix A

BIOS Board of Trustees Terms of Reference

Purpose

To lead the British and Irish Orthoptic Society, providing strategic direction and oversight and ensuring compliance with all legal, financial and regulatory requirements.

Objectives

- To lead the development of strategy and policy
- To set priorities and work plans
- To ratify the appointment of the Chair and Vice Chair
- To receive reports from, and monitor the activity of, the Education and Professional Development Committee, Clinical Advisory Groups, Non-Clinical Advisory Groups and Leaders of the Orthoptic Profession
- To appoint representatives to external stakeholders and groups as required, and receive reports from them
- To ensure that effective systems are in place to manage the Society's assets
- To approve annually the Society's budget and accounts
- To ensure high standards of corporate governance and compliance with the requirements of Companies House and the Charity Commission

Meetings

- Meetings are held quarterly within the membership year.
- Full Board and Council Procedures can be found in [Appendix H](#).

Membership

Voting members comprise:

- Chair
- Vice-Chair
- Three elected representatives from England
- One elected representative each from Scotland, Wales, Northern Ireland and the Republic of Ireland
- Chair of the Leads of the Orthoptic Profession

The quorum for meetings is 40% of the voting members. If facilities are available and with the permission of the Chair, Trustees who are occasionally unable to attend in person may join the meeting via Skype or telephone conference.

BIOS Council terms of reference

Purpose

To provide expert advice to the Board of Trustees on the advancement of clinical practice, education, and research.

Objectives

- To support the development of strategy and policy in the areas of clinical practice, education, teaching, research and international affairs.
- To receive reports from Council members on their respective areas of responsibility.

Meetings

Meetings are held at least twice per year as directed by the Trustees, and in conjunction with a meeting of the Board of Trustees. Meetings are chaired by the Chair of the Board of Trustees. The Council is advisory only. It has no delegated powers and operates by consensus. The quorum for meetings is 40% of the Trustees and two Council members.

Membership

- All members of the Board of Trustees ex-officio
- Editor of the British and Irish Orthoptic Journal
- Representative to the International Orthoptic Association (IOA)
- Representative to the Orthoptistes de la Communaute Europeenne (OCE)
- Research Director
- Chair of the Education and Professional Development Committee
- New Graduate Representative
- Public Health Lead
- Equalities, Diversity and Inclusion Lead
- General Secretary of the British Orthoptic Society Trade Union (BOSTU)

Board and Council Meeting Procedures

1. Arrangements for Agendas, Papers & Minutes

Board and Council agendas are managed by the Chair in conjunction with the Business Services Organisation. The agenda closes two weeks before the meeting and the papers should be available at least a week before the meeting date.

As part of a drive to save money, improve efficiency and use technology, all papers will be made available to Trustees or Council members via download only and hard copies will not be produced unless in exceptional circumstances. All papers will be distributed to Trustees or Council Members via email but also added to Google Drive as soon as they are available so they may be accessed as soon as they are added to the agenda.

Agendas consist of two sections: Agenda A and Agenda B. Agenda A items are for discussion and decision and must be accompanied by a supporting paper if there is information required to inform a decision. Agenda B items are for noting or approval, where the issues are relatively straight forward, and must always be on a supporting paper. Trustees may move an item from Agenda B to Agenda A at the start of a meeting if discussion is required. Any papers on Agenda B which are not moved to Agenda A will be deemed to have been noted or approved.

Minutes will be made available to Trustees and Council members in between meetings and will only be discussed in detail at the next meeting if a member wishes to raise an issue of concern. Trustees and Council members are encouraged to raise issues arising from minutes outside the meeting with the Business Services Organisation as most issues of clarification can be dealt with outside of the meeting.

Minutes which have not been approved before the meeting will be included on Agenda B but marked as 'Draft'. These will cease to become 'Draft' once approved by the Board.

Minutes which are still 'Draft' may be circulated with the approval of the Chair. Sensitive or confidential items within minutes should always be removed before wider circulation outside of the Board or Council.

Approval of minutes at subsequent meetings is based on the members having been present accepting the minutes are a reasonable representation of the meeting (subject to any minor amendments of clarifications). Substantial disagreement about the accuracy of the minutes may require a re-drafting of the minutes and their consideration at a later meeting.

An action log will be maintained for help in easily identifying which actions are delegated to whom. The log will specify: the decision; the action required; who is going to do it; and, by when. The action log is supplemental to the Minutes and does not replace a record of the decision making.

Minutes of telephone or web conferences should also be made but these may be brief and simply record key facts, such as: who attended; what was agreed; who is doing what between meetings; and, the date/time/venue of the next meeting. This will be recorded alongside Board minutes by the Business Support Organisation.

2. "Confidential" Items

Some papers containing information which is highly sensitive, either commercially or, for some other reason, will be marked "confidential" and will normally be circulated only to Trustees. Such papers must be treated as confidential to the recipient and not disclosed to any other BIOS members or staff.

3. Preparation for Meetings

Most of the work associated with collating items that might be included on agendas and preparing background documentation is the responsibility of the Chair and Business Support Organisation. For Board or Council items the Trustee, Council member or staff member should submit Board agenda items to the Chair not later than two weeks prior to the date of the meeting concerned. It is seen as a combined effort between Trustees, Council members and staff in producing these items. The Business Support Organisation will collate the items into a proposed agenda for approval by the Chair.

The Chair and Vice-Chair should make time before each meeting to discuss the agenda. This meeting should also be used to identify the specific decisions which should be given priority and which should not be deferred until a subsequent meeting, the order of business and the likely time scale for meetings. The pre-meeting between the Chair and Vice-Chair is an important element in ensuring the smooth conduct of Board and Council business.

4. Discussions at Meetings

Board and Council meetings should be open and frank and all contributions should be valued and respected. Individual contributions should always be regarded as confidential. Any item declared confidential by the Chair should not be discussed outside of the meeting.

5. Declaration of Interests at Board Meetings

The Board and Council should be aware of any interest, financial or otherwise, that one of its number might have in any subject which is under discussion. The definition of an 'interest' is one that includes a 'perceived interest'. Even if the interest may not be considered significant by the Trustee, if someone else could possibly think it was relevant to the matter in hand, it is better to declare it than not. In such circumstances a Trustee or Council member will be expected to declare that interest at the commencement of the discussion. Having done so it is

for the Board or Council to decide if the Trustee can participate in the discussion and vote, where relevant, but in most circumstances the Trustee or Council member concerned would normally be free to take part in the discussion and, if there is one, in the vote. In exceptional circumstances the Trustee or Council member concerned may be asked by the Chair to leave the meeting for all or part of the discussion and the vote.

6. Conduct of the Meeting

- 6.1 The conduct of the meeting is the sole responsibility of the Chair. It is recognised that some may have had previous experience of chairmanship and that techniques might vary depending upon the personality of a particular Chair. However, the following guidelines are commended to all who occupy this office.

It is the role of the Chair to ensure that the Board and Council deals expeditiously with the items on the agenda. The target should be to complete the agenda within the time of the meeting, but this should not be done by curtailing discussion on important matters merely to ensure completion of the agenda items.

The expected time for a particular item may have been discussed with the Chair prior to the meeting, but the Chair must be prepared to make a judgement based on a particular debate if the circumstances so require and may defer completion of the debate until a future meeting or complete the debate at the expense of some other items on the agenda. Such a decision will be based on the importance of the topic and on whether or not an immediate decision is essential.

- 6.2 Although there is no formal requirement within the Board or Council that members should speak, the Chair should make every effort to ensure that all members who wish to speak are given an opportunity to do so. Depending upon the subject and the expertise of the contributor, it may be sensible to allow one or more Trustees or Council members to speak more frequently in a particular debate.

However, the Chair should insist that this should only be on aspects of the topic which have not been covered in previous contributions. The overall aim is to prevent duplication of debating points, particularly by the same Trustee or Council member. Staff members in attendance may speak or answer questions with the Chair's approval. It is expected that all present will contribute positively to the discussion.

- 6.3 As a general rule, the Chair should act as a co-ordinator of the debate and, on the basis of the discussion, should direct the Board or Council towards the decisions that are required. The Chair should not normally participate in the debate itself, unless he or she has a particular expertise related to the topic in question and views relevant to the discussion based on that expertise have not been offered by other members.

The prime objective of the Chair is to ensure that the Board or Council is provided with all relevant information on the different aspects of a particular subject and then to obtain a consensus or majority view in relation to the decisions that need to be made. A good Chair can function efficiently without any expert knowledge of the topic in hand. Additionally, a good Chair should not use their position to promote their own views unduly.

- 6.4 A certain degree of formality is essential and the Chair should insist that all Trustees and Council members wanting to speak wait in turn, to maintain good order. The authority of

the Chair in running and managing the meeting must be respected by all Trustees and Council members. On the other hand, the active co-operation of all is essential for the good conduct of a meeting, and this can be achieved when the Chair exercises an element of good humour within a firm approach to the conduct of business.

6.5 The relationship between the Chair and the Policy Officer (an employee of the Business Support Organisation) during the meeting is another important factor. The Chair should look to the Policy Officer as necessary for advice on current and future business support provided, and on relevant policy matters. This can be given quietly to the Chair or, as is usually the case, be explained to the meeting as a whole.

The Policy officer is also responsible for drafting the minutes of the meeting.

7. Structure of agendas for BIOS as a company and charity

BIOS is both a registered company and charity, which means that it is essential that clarity on the various sections of the Board meeting agenda provides 'clear blue water' between the different agenda items and that this signifies to the Trustees in what capacity they are making decisions.

The agenda should be structured to identify what is company business and what is charitable business. It will assist if the agenda includes the following wording next to each section:

The Board/Council will convene for the following section as Directors of the Company/Trustees of the Charity (delete where applicable)

All business related to company matters will include, for example, such issues as:

- Professional practice or policy matters
- Campaigns or relationships with UK Governments
- Company business requiring actions of the Directors

All business related to charity matters will include, for example, such issues as:

- Grant giving to the profession
- Research
- Issues related to the Orthoptic Education Fund

Board meetings will receive financial management reports which identify clearly all activity which relates to a) the business as a whole and b) the business of the charitable element of the business. This will allow the trustees to lead and direct the financial management of all aspects of BIOS.

Appendix B

Education and Professional Development Committee Terms of Reference

Introduction

The overarching purpose of this committee is to promote, oversee and facilitate professional education, development and standards in Orthoptics at all stages of training and professional practice.

- 1.1 Contribute to the strategic development of undergraduate education;
- 1.2 Engage with national policy and groups relating to undergraduate and postgraduate orthoptic education;
- 1.3 Provide accreditation of clinical placement sites;
- 1.4 Provide training for clinical education tutors;
- 1.5 Develop and update guidelines and standards for BIOS;
- 1.6 Provide accreditation of postgraduate courses;
- 1.7 Provide accreditation of undergraduate programmes;
- 1.8 Approve and provide governance of Clinical and non-clinical advisory groups (CAG and NCAG);
- 1.9 Organise the speaker programme for the BIOS Conference;
- 1.10 Facilitate development of professional development activities and courses.

Conduct of Meetings

- 1.1 Meetings should only commence with the appropriate quorum, this is reached via the presence of the Chair (or Vice Chair) and one third of the other members;
- 1.2 There should be a minimum of two and a maximum of four meetings per annum
- 1.3 The dates are agreed and confirmed at each meeting, but may be subject to change due to unforeseen circumstances;
- 1.4 Each member of the committee is required to attend a minimum of two meetings per year;
- 1.5 Committee members should be willing to attend additional professional meetings as relevant to the committee and as requested by the Chair;
- 1.6 All papers for the meeting should be distributed at least a week in advance of the meeting to allow time for reading/preparation.

Membership

- 1.1 All committee members must be members of the British and Irish Orthoptic Society;
- 1.2 Heads of Orthoptics at all 4 Universities offering pre-registration Orthoptics courses are full members of the committee and do not have a term of office;
- 1.3 Specific roles of other members to represent clinical and academic roles of members:
 - Head of Department representative;
 - Research Director;
 - A representative from each of the 4 countries of the United Kingdom and Republic of Ireland, usually from a majority clinical role;
 - Clinical tutor representative;
 - CAG nCAG lead or steering group representative
 - New graduate representative (first 2 years following graduation).
- 1.4 Honorary officers of the Society are ex-officio members of the committee;
- 1.5 The Chair and Vice Chair of the committee are elected from the committee and ratified by the Council;
- 1.6 Secretarial support will be provided by BIOS administration with central storage of minutes;
- 1.7 Each member's term of office lasts for a period of three years which may be extended for a further term of three years;
- 1.8 Members of the committee will be recruited by an advertisement in Parallel Vision or by email to the whole membership and who demonstrate a particular interest in being a member of the committee;
- 1.9 More specifically, the advertisement will identify the geographical areas requiring representation, namely: England, Northern Ireland, Republic of Ireland, Scotland or Wales, in order to encourage members from these areas to apply. If no such applications are received, then applications from other areas will be considered. An applicant from a geographical area without representation will be given priority provided the membership criteria are met, as identified in 1.3.
- 1.10 Additional members with a particular expertise may be co-opted as necessary.
- 1.11 There will be a maximum of 13 members

Appendix C

Leads of the Orthoptic Profession (LOOP) Terms of reference

Background: This group was previously an unsupported group, which due to changes within the health framework has been recognised by BIOS and the membership as having a vital role in the implementation of policies, targets and initiative.

It has invited representation from all member countries, (England, Wales, Scotland, Northern Ireland and Ireland) and includes Heads of Service, deputies, and senior clinicians with responsibility for service provision across the Orthoptic profession and extended roles.

It supports the collaborative working and aims of BIOS

Purpose: The purpose of the Committee is to provide a consultative approach to problem solving, whilst providing “expert opinion” and prior expertise to ensure that the directions of BIOS and the membership are achieved

It shall achieve this by–

- Providing support to other LOOP members
- Small group working on specific items of interest to the membership
- Raising awareness of issues relating to eye health
- Communicating effectively within BIOS membership

Role: This will be advisory and strategic. The group will provide advice and direction on the priorities for the Orthoptic profession and to member organisations, thereby informing and facilitating alignment of their activities in taking these forwards.

Accountability: The Committee will report to the BIOS Council, via the chair of LOOP, at all Trustee meetings and LOOP conferences.

Membership: The Committee will consist of:

Chair of Loop

3 representatives from England, (Northern, Midlands and East, and Southern, as per NHS England) and 1 each from Wales, Scotland, Northern Ireland, and Southern Ireland

The Committee will have the power to co-opt additional expertise as required.

Observers are welcome with prior approval of the Chair, and a maximum of 2 at any one meeting.

Term of Office: Committee members, including the Chair, will serve for a period of three years, renewable for a further three years.

Chair: The position of Chair of LOOP, when it arises, is open to application from any member of BIOS regardless of whether they currently sit on the steering committee or not.

The Chair of LOOP will also have a seat on the BIOS Trustee board. The nominee will be subject to approval by the BIOS Chair and will be expected to attend an interview conducted by the BIOS Chair and the Vice- Chair or other appropriate members of the board.

Working methods:

- Meetings : Minimum of 2 LOOP conferences each year plus regular steering group meetings to ensure contribution to the BIOS strategy
- Venue : Rotating or virtual
- Papers : An action log of the steering group meetings will be kept. Recordings of the conferences to be held on the BIOS website
- Deputies : Members to nominate Deputies who can attend (fully briefed and informed) in their absence, requirement of 4 representatives to be quorate.

A Member of the Committee shall be delegated by the Chair to undertake this role in her absence.

Transparency: Terms of reference, membership, dates of meetings, action logs and recordings shall be placed on the BIOS website.

Outputs: The members will agree priorities, activities, and desired outcomes once a year and report to BIOS and the orthoptic membership on progress towards achieving those outcomes at the end of the year via an annual report

Fees and Expenses: Members are not paid fees. Reasonable expenses should be claimed from BIOS

Review: The interim terms of reference will be reviewed after one year

Appendix D

Guidelines for setting up and operating a Clinical Advisory Group (CAG)

Introduction

The Society hosts a number of CAGs. Establishing a group formally under the auspices of the Society has the following advantages:

- Administrative support from the BIOS business support services;
- Coverage in E Parallel Vision and mailings;
- A page on the BIOS website, accessible to all BIOS members.

Procedure for setting up a new group

- Contact the Chair of the Education and Professional Development Committee (EPDC) to prevent duplication of effort in cases where the idea is already being pursued by another member or has already been found not to be viable. EPDC should consider whether the proposed new CAG fits with BIOS strategy
- If the EPDC indicates that it has no objection, the proposal should go to Trustees
- If Trustees have no objection, the member(s) should, through email to all members and an article in Parallel Vision, ask for expressions of interest from BIOS members in setting up the new group. Details of the response (including member names) together with a formal proposal for formation of the group, its draft aims and objectives and the name(s) of its acting leads should be forwarded to the Chair of the EPDC for approval. A minimum of ten interested members is required to set up a new CAG.

Steering Group and Lead(s) for CAG

- Once formation of the group has been approved, by EPDC, the acting leads are free to organise their first meeting. The first meeting of the CAG should address the selection of a Lead/Leads and the Steering Group. Ideally two leads should be selected, one of which should be a clinically based orthoptist and the other with the responsibility for leading the evidence base/research aspect of the CAG. If two leads are not selected, consideration should be given to appointing a deputy to ensure continuity in case of illness etc. The size of the steering group is not restricted, however, only 5 members in total, including the Lead(s) can claim expenses from BIOS. It is also recommended that there is a minimum of two Steering Group members in addition to the Lead(s).

- It is recommended that in the final year of a lead's term of office, a successor is identified and shadows the lead for the final twelve months. The successor should ideally be identified from the current Steering Group; if there is no future lead identified from within the Steering Group then an advert should go out to the wider membership.
- All steering group members are encouraged to contribute to meetings even if they are not funded, by teleconference or Skype etc. Consideration should be given to whether representation should be sought from member countries. It is at the discretion of the CAG Lead which steering group members should be reimbursed and expenses claimed should be reasonable. The Lead(s) should take care that those whose expenses are paid are making a significant contribution to the group.

Different members may be reimbursed for different events, perhaps depending on their specific expertise.

At the first meeting, the groups should identify the objectives and mission statement of the CAG in the form of a strategy.

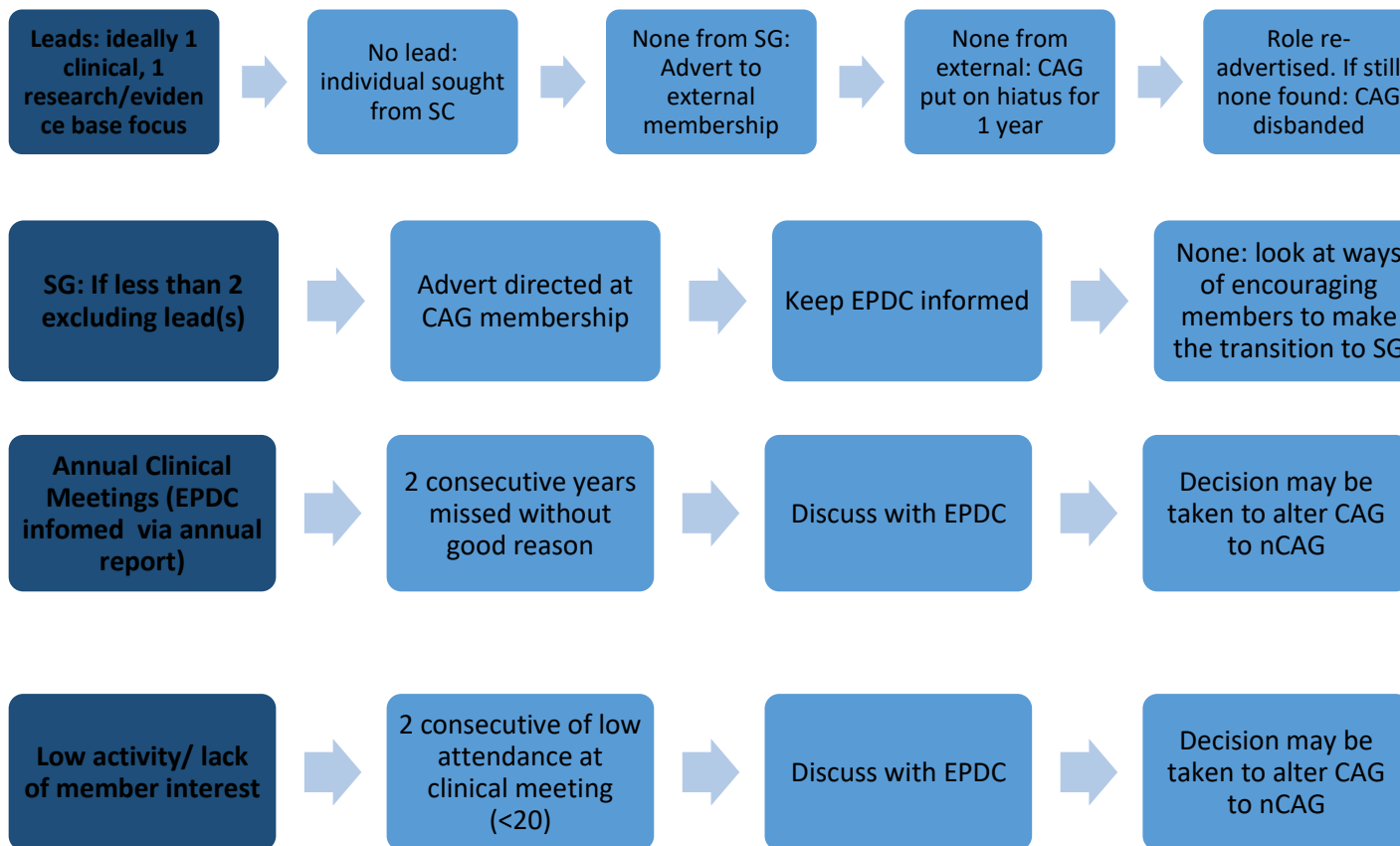
- The CAG Lead/Leads and steering group members should serve a term of three years with permitted extension to a second term or 3 years only (in line with other BIOS bodies). Once a term of office is nearing completion, or if the CAG Lead or steering group member should decide to step down earlier than expected, nominations should be sought for the position and, if necessary, a vote carried out, through the CAG membership.
- When the CAG lead steps down they can be co-opted to remain on the steering group in order to help with retaining and passing on knowledge, but this is not automatic.

Running of the CAG

CAGs should meet at least once a year and separate guidelines on organising events are available from the Society ([Appendix F](#)). The Steering Group should meet once a year face to face, ideally on the same day or the day before the annual CAG meeting, all other Steering Group meetings should be virtual (teleconference or Skype for example).

Lead(s) are responsible for completing and submitting to EPDC the Annual Report for the CAG/ nCAG activity for the preceding twelve months

The Lead(s) and Steering Group are responsible for ensuring that the CAG/ nCAG continue to fulfil the requirements that were met in order for the group to be officially created as a BIOS group. The activity of the CAG will be monitored by EPDC and should it be found that the group is not fulfilling the requirements to maintain the status as a CAG/nCAG the following processes will be followed:



Annual CAG Leads Meeting

There will be an annual meeting of CAG Leads, organised and Chaired by the Chair and Vice chair of EPDC. Attendance by the CAG Lead or a nominated representative is mandatory.

Succession planning

In the final year of the clinical leads' term of office, one member of the SC should become a 'deputy' in order to shadow the lead with a view to take on the role as clinical lead of the CAG. The process of selection for this role should be undertaken by the lead(s) and the SC. If there is more than one SC member interested in taking on this role, a vote undertaken jointly by the leads and the existing SC should be undertaken to decide.

Role description for Clinical Advisory Group Lead

Introduction

The British and Irish Orthoptic Society hosts a number of Clinical Advisory Groups (CAGs). These are open to orthoptists with an interest in the topic, regardless of experience. The CAGs are the focus of expertise and extended role within BIOS as those with the knowledge are attracted to the group. There is every level of knowledge within the group, with members sharing ideas and expertise and developing skills in a safe environment.

All CAGs have a steering group in order to direct the CAGs activities, share the workload and facilitate succession planning. The CAG Leads will be expected to approach a range of service user groups and service users in the first instance, e.g. contact with RNIB, the Patients Association or INVOLVE (People in Research website) in order to identify possible service user representatives.

Responsibilities of the CAG Lead

1. The role of CAG Lead should be held by an orthoptist working in the area of expertise.
2. The CAG Lead/s will act as the focus of expertise and must be prepared to take the lead on issues related to the CAG.
3. Ensure that relevant research is brought to the attention of the group so that practice guidelines can be modified where appropriate
4. Attendance at meetings relevant to the CAG is expected, but this could be shared amongst the steering group.
5. The CAG Lead/s and steering group will review and maintain the competency frame work for their CAG. This will then be reviewed by Education and Professional Development Committee (EPDC) and once agreement is reached, updated on the BIOS website.
6. CAGs should meet at least once a year
7. The steering group should meet once a year, ideally on the same day as the annual CAG meeting.
8. There will be an annual meeting of CAG Leads, organised and Chaired by the Vice Chair of BIOS with the Chair of BIOS in attendance.
9. Attendance by the CAG Lead or a nominated representative is mandatory.

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective leads should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures, all members of the relevant CAG will be eligible to vote

Person Specification: CAG lead

	<u>Essential</u>	<u>Desirable</u>
Education and Qualifications	<ul style="list-style-type: none"> • Degree or diploma in Orthoptics • Member of BIOS • Member of BIOS relevant CAG • HCPC registered • Post graduate qualification or equivalent experience in relevant area of expertise 	<ul style="list-style-type: none"> • Masters' degree or equivalent • Clinical teaching/research qualification,
Experience and Knowledge	<ul style="list-style-type: none"> • Significant post qualification experience in orthoptics with in depth knowledge of the speciality 	Evidence of clinical practice in specialist role working to masters' level.
Skills and Attributes	<ul style="list-style-type: none"> • Able to speak in public forums and give presentations • Excellent communication skills • Ability to organise workload and work to deadlines. 	
Requirements	<ul style="list-style-type: none"> • Organise and attend CAG meetings. • Ability to travel 	

Clinical Advisory Group Service User Role Description

Introduction

BIOS host a number of Clinical Advisory Groups (CAGs). These are open to orthoptists with an interest in the topic, regardless of expertise. The CAGs are the focus of expertise and extended role within BIOS as those with the knowledge are attracted to the group. There is every level of knowledge within the group, with members sharing ideas and expertise and developing skills in a safe environment.

All CAGs have a steering group in order to share the work load and expertise and facilitate succession planning.

The Society recognises the need for the service user to be at the centre of their treatment and also service redesign. The need for service user representation on the CAG and the CAG steering group has been recognised.

The Service User Role:

1. The service user representative should either have the condition or have a significant interest in the condition, for example as a carer of someone with the condition.
2. The service user representative will be expected to attend steering group meetings. The steering group should meet once a year face to face, ideally on the same day as the annual CAG meeting. It is suggested that all other steering group meetings should be virtual to save on costs. Travel and subsistence expenses for these meetings will be paid by BIOS.
3. The service user representative will be required to comment on documentation, information leaflets etc. relevant to the condition

Appendix E

Clinical Meeting Guidelines

Trustee or CAG Lead to identify orthoptists / department for the 3 main roles required for the organisation of the meeting at least 6 months prior to the meeting (Organising committee). These roles are:

- Local arranger
- Online support/ Liaison with Office
- Speaker Liaison

The meeting will have support from the BIOS admin team for event management.

Local arranger - responsibilities

- Identify and book room – identify free venues wherever possible
- Info needed - room size, AVA availability, request presentation in advance and loaded on the day, someone available to log on, provide info re travel (car parking, public transport options), provide info re availability of food
- Organise sign posting on the day
- Write up for Parallel Vision (EPV)

Online support – responsibilities

- Complete BIOS event request form ensuring accuracy of online registration details, BIOS admin will action upon receipt
- Advertise date in advance by email request form, BIOS admin will action upon receipt
- Upload or send agenda, BIOS admin to action upon receipt
- Send requests for email reminders, BIOS admin will action upon receipt
- Send presentations after the meeting to BIOS admin team to upload to the relevant page

Speaker liaison - responsibilities

- Contact potential speakers
- Maintain database of speakers
- Plan the whole session
- Send consent forms for recording talks,
- Send travel expenses forms
- Organise speakers' gifts
- Introduce speakers on the day
- Request evaluation from the office
- Disseminate feedback to speakers after the meeting

Trustee or CAG lead roles and responsibilities

- Agree date at least 6 months in advance
- Identify sponsorship
- Complete and send for authorisation the BIOS budget document, to include room hire (when necessary), speaker gifts, refreshments and lunch.
- Obtain authorisation from BIOS Chair and Business Manager
- Liaise with Business Manager/ BIOS admin over sponsorship pledged so invoices can be raised and payments received
- Non-member cost should be at least double the member rate
- Send survey monkey feedback and certification request to BIOS admin.
- Disseminate feedback and learning points and actions from the day to Vice chair for dissemination to EPDC and Council meetings and the actions from that learning

Online Event Guidelines

By submitting an events' booking form to the BIOS admin team, you agree to be bound by these terms and conditions. If you do not agree to be bound by these terms and conditions then please contact the office before placing your request.

General

- If your delegate list exceeds the amount of 20 delegates, we advise that you have a second member of the team to deal with technical issues during the event, such as admitting late attendees.
- We would advise you start your event 30 minutes prior to the start time, to ensure you are ready to begin on time.
- Delegates will be sent joining details 48 hours prior to the event. If the event is on a Monday, the details will be sent the Friday before. If the event is on a Tuesday, details will be sent by BIOS administration on Monday (24 hours prior).
- BIOS online events are recorded (including CPD events) and made available for members only via the BIOS website*. If one of more of your presenters do not wish to make their presentation available, this should be discussed with BIOS admin.

Organiser's responsibilities

- The organiser must complete and return the BIOS events booking form at **least three months prior to the event.** **
- The organiser must inform the office which platform they wish to use at **least three weeks** prior to the event. If they wish to use GoToWebinar, this will need to be requested at the time of booking.
- The organiser must book a test session with BIOS administration at **least one week** prior to the event
- The organiser must contact potential speakers
- The organiser must disseminate feedback to speakers
- The organiser must send agenda to BIOS admin at least two weeks prior to the event
- The organiser must organise presentations (if required)
- The organiser will be responsible for admitting delegates
- The organiser will be responsible for running the event on the day (sharing videos and PowerPoints, ensuring speaker is visible, monitoring the chat box and raised hands etc)
- The organiser is responsible for recording the event. This will be demonstrated during the test session
- The organiser must only admit those on the attendance list – unless delegate has proven they are a member or have made payment.
- The organiser must provide attendance list to office after the event, along with completed survey monkey form (if feedback is required)
- The organiser **must** provide BIOS with a report within four weeks of the event, that will be placed in Parallel Vision

BIOS administration responsibilities

- BIOS admin is responsible for providing delegate list to organiser(s) 48 hours prior to event.
- BIOS admin is responsible for providing delegate list with links to join event.

- BIOS admin is responsible for placing event on website, Parallel Vision & social media platforms
- BIOS admin is responsible for circulating survey monkey to delegates. We aim to do this within a week from receiving your survey monkey request form.
- BIOS admin is responsible for placing recordings of the presentations on the BIOS website following the event. We aim to do this within a week.
- BIOS admin is unable to commit to providing assistance during the event, and will not be available outside of office hours.

BIOS Event platform guides

- Click [here](#) for a guide on how to use Microsoft teams
- Click [here](#) for a guide on how to use Zoom (video tutorials) Click [here](#) for webpage
- Click [here](#) and [here](#) for a guide on how to use GoToWebinar (Video tutorials), Click [here](#) for webpage

Cancellation/ reschedule

- BIOS must be notified at least six weeks prior to the event if you have decided to reschedule or cancel the event
- BIOS will notify you no later than three weeks prior to the event if there are any issues or your event needs to be rescheduled.

** If the events booking form received by the office highlights that the event should not be recorded, then the event will be excluded from recordings. All BIOS listening events and Trade Union events will not be recorded.*

***Failure to provide the events booking form to the office within the time frame stated may cause a delay in advertising your event and/or result in your event date being rejected.*

Appendix F

Expenses Policy

The principle of paying expenses to BIOS and BOSTU members is to ensure that no member, representing the Society on professional or trade union business, is out of pocket.

However, as a charity and a membership organisation, relying solely on subscriptions, Society membership fees should be spent wisely and agreed by the trustees to ensure both clarity and fairness. BIOS also needs to adhere to good accounting and financial processes.

To this end the following should apply to all members who attend meetings or events on BIOS or BOSTU business in an official capacity and not reimbursed for CPD or personal gain.

Reporting:

It is expected that a full report is given to Trustees, Council, the Clinical Advisory Group or the individual who has requested the attendance for BIOS.

Expenses:

It has been agreed by the trustees that expenses will be reimbursed as follows:

Rail Travel:

Standard class travel on public transport or the cheapest fare available can be claimed. Train tickets must be booked at the time of **confirmation of the meeting** or in sufficient advance to take advantage of the cheapest fare. Rail fares should not be booked as a day return or at short notice when reasonable notice has been given. **The date of purchase of the rail fare must be included in the receipt.** We acknowledge some routes have a standard commuter fare which is not affected by advance purchase.

Mileage:

Mileage will be reimbursed at 40p per mile.

Parking:

Car parking will be reimbursed with a valid receipt

Accommodation:

Where accommodation is required this should be booked through BIOS admin, where possible. If individuals book their own accommodation this will be up to £175 in London and up to £150 outside London. Booking accommodation above a rating of 3* (3 stars) must have prior authorisation by the Vice Chair.

Taxi:

Taxi fares will be reimbursed on an individual basis and **should not** be regarded as the norm. Taxi fares should be agreed prior to travel if no alternative mode of transport is possible (early morning / late night)

Subsistence:

Subsistence allowance will be paid depending on time away from home.

- Up to 6 hours, one meal and drinks.
- Up to 12 hours, two meals and drinks
- Over 12 hours and including an overnight stay, 3 meals and drinks in any 24-hour period

Allowances which are not already included in booked accommodation or events are:

£10 for breakfast

£10 for lunch

20 for dinner

A cap of £40 in any one 24-hour period is applied

Alcohol will not be authorised.

Other:

Other subsistence monies will be paid at the discretion of the Vice Chair or BOSTU Advisor and will be dependent on business undertaken

Conference calls and other calls relating to BIOS business and made on a personal land line or mobile but which is not included in the above may be claimed by any authorised member

Gifts bought for speakers are capped at £15 per speaker and where possible should be ordered through the BIOS administrator. If a CAG lead/ Trustee purchases gifts for speakers these will be reimbursed with valid vat / till receipts. Alcohol **will not** be authorised as a gift and should not be purchased as a speaker gift at a BIOS meeting.

Authorisation and Approval:

All expenses claims will require authorisation. Approval for attending a meeting or event on behalf of BIOS or BOSTU must be agreed prior to attendance.

BIOS representation – send the completed claim form and receipts to bios@orthoptics.org.uk

BOSTU representation – send the completed claim form and receipts to tusecretary@orthoptics.org.uk

CAG clinical meetings – invited speakers and steering committee approved to claim expenses to send the completed claim forms and receipts to the CAG lead / organiser. CAG leads will submit all claims relating to the meeting to BIOS

Claims Process:

Send the claim form and receipts contained in the same email to the appropriate email address for authorisation

Once authorised the authoriser will forward the claim to the to the accounts team where they will be processed for payment.

- **Expenses claim must be made within 1 calendar month of expenditure or the meeting / event and failure to do so will result in claims being rejected**

- **The date of purchase of accommodation or travel must be clearly identified on the claim form or receipt**
- Receipts must be attached with the expense form - they cannot be sent later or prior to sending the expenses form. Vat or till receipts where the itemised bill can be viewed are expected.
- Separate expenses forms need to be completed for each calendar month i.e. January's and February's expenses should not be on the same form. This is to comply with good accounting practice and the budgetary management of BIOS

Expanses Claim Form can be downloaded [here](#).

Accompanying Guideline can be found [here](#).

Appendix G

Register of Interests Form

(to be completed annually by Trustees at the first meeting following the AGM and retained by the Business Support Organisation)

Name.....

Pecuniary interests	Details of the interest		
Partner/proprietor of a business			
Company Directorship			
Charity Trusteeship			
HCPC Partner or other public appointment			
Memberships			
Membership of professional body or trade union other than BIOS/BOSTU			
Connected persons*	Details of the interest	Name	Relationship to Trustee
Any relevant business or personal interest Names:			

*To ensure compliance with the Companies Act 2006 and the UK GAAP, material transactions between the company and any related parties of the directors (persons or entities) must be disclosed in the financial statements of the company. To ensure we can identify these related parties, please record the names of your spouse and dependents (over the age of 18 only) if applicable, and the name of any entities they control. If there are no related parties, please state this.

I certify that the above information is correct to the best of my knowledge. I undertake to update as necessary the information provided and review its accuracy on an annual basis.

Signature.....

Date.....

If in doubt about what should be declared, please consult the Business Service Provider

Fit and Proper Persons Help Sheet and Declaration

Who is this help sheet for?

This help sheet and the model declaration are for use by 'managers' of a charity, Community Amateur Sports Club (CASC) or other organisation entitled to UK charity tax reliefs (<https://assets.publishing.service.gov.uk>). The term 'managers' applies to the trustees of charities, directors of corporate charities, directors of corporate trustees, CASC officials and any other persons having general control and management over the running of the charity or the application of its assets. For example:

In a typical small local charity a manager for the purposes of the fit and proper persons test could include the Chairperson, Treasurer, Secretary and the rest of the management committee who would have control over expenditure.

In a larger charity a manager for the purposes of the fit and proper persons test would include all trustees or directors of a corporate charity but may also extend to certain employees who are able to determine how a significant proportion of the charity's funds are spent. For example, most large charities have a Board of Trustees and an Executive Board of senior employees. In such a case the trustees and members of the Executive Board would be managers of the charity.

If you are a 'manager' of a charity you should read this help sheet and, if appropriate, sign a declaration based on the model below. You can use the model declaration below or copy the wording onto your own stationery. The charity, CASC or other organisation entitled to charity tax reliefs should keep the signed declaration in case HM Revenue & Customs (HMRC) ask to see it. The signed form should not be sent to HMRC unless HMRC asks to see it.

Why is there a 'fit and proper persons' test?

The 'fit and proper persons' test is a statutory requirement. The test requires that individuals who are 'managers' of the charity, CASC or other organisation are 'fit and proper persons' to be managers of such a body. It exists to ensure that charities, CASCs and other organisations entitled to charity tax reliefs are not managed or controlled by individuals who might misuse the tax reliefs the organisation receives. Unfortunately fraudsters have been known to exploit charity tax reliefs so the fit and proper persons test exists to help prevent that.

What does fit and proper mean?

An individual is 'a fit and proper person' if they ensure, or are likely to ensure, that charity funds and tax reliefs are used only for charitable purposes.

In signing a declaration like the one below you are confirming that you will ensure that funds are used for charitable purposes and also disclosing certain information about your past that may impact on whether or not you are indeed 'a fit and proper person'.

When a charity notifies HMRC of certain new managers, HMRC cross-checks that person's details against any information it has and will raise any concerns it has if there is anything to indicate the person may misuse the charity funds and tax reliefs. Factors that may lead to HMRC deciding that an individual manager is not a fit and proper person include where:

- The individual has been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- HMRC has knowledge of the individual's involvement in attacks against, or abuse of, tax repayment systems
- The individual has been removed from acting as a charity trustee by a charity regulator or been disqualified from acting as a charity trustee or company director.
- The individual has used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the arrangements featured charitable reliefs or which used a charity, and their tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- The individual has used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) and such counteraction has become final.
- The individual has been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and they are:
- A promoter¹ named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.

However, just because a person has been, say, barred from acting as a charity trustee or one of the other points above applies, it does not always follow that the charity will not be eligible for tax reliefs. When considering the application of the fit and proper persons test to particular managers, HMRC will take account of the likely impact on the charity's tax position. For example any person who has no dealings with HMRC and no control over spending charity funds, even if the person is not a fit and proper person, is unlikely to affect the charity's eligibility to tax reliefs.

¹ The meaning of a 'promoter' in this context is explained in the Promoters of Tax Avoidance Schemes guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/313987/Promoters_of_Tax_Avoidance_Schemes_Guidance_v1_0.pdf

What do I need to do?

If you are confident you will do your best to ensure that charity funds and tax reliefs are used only for charitable purposes and do not need to disclose any information listed on the declaration then you should sign a declaration and give it to the charity.

If you are confident you will do your best to ensure that charity funds and tax reliefs are used only for charitable purposes but you do need to disclose any information listed on the declaration then you should sign the declaration suitably amended - for example by crossing out the relevant bullet point - and provide details in the final box before you give the declaration to the charity. The charity will then need to decide what to do.

If neither of the above applies you should not sign the declaration.

I've signed the declaration so what happens next?

The charity will keep the declaration and in certain cases pass your details to HMRC. If HMRC have any concerns about you they will contact you to clarify the situation.

Model declaration for fit and proper persons

Declaration

Name of organisation in full.....

Name of individual.....

Role in the organisation.....

I, the undersigned, declare that:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft.
- I have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where my tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.

- I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and I am not:
- A promoter² named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or
- A promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or
- A promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharge.
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been disqualified from serving as a Company Director
- I will at all times seek to ensure the charity’s funds, and charity tax reliefs received by this organisation, are used only for charitable purposes

Signed.....

Date.....

Home address.....

.....

Previous address if moved in past 12 months

.....

Date of birth.....

National Insurance number

National Identity Card Number (If you have one).....

If you have signed this declaration but want to make any information known or clarify any points, please add them in the space below.

² The meaning of a 'promoter ' in this context is explained in the Promoters of Tax Avoidance Schemes

guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/313987/Promoters_of_Tax_Avoidance_Schemes_Guidance_v1_0.pdf

Trustee Self-Assessment

This self-assessment form should be completed annually and forwarded to the Chair by *[date towards the end of the Board year]* by all Trustees except those who are about to leave office.

The forms will be reviewed confidentially by the Chair and Vice Chair to determine whether any Trustees have individual support and training needs, or whether the Board has skills/knowledge gaps that could be met by training for all Trustees (The Chair and Vice Chair will review each other's assessments).

Skill/Knowledge	Very Likely	Likely	N/A	Not Likely	Very unlikely	Additional Comments
I have a working knowledge of the legal responsibilities of a BIOS Trustee						
I understand the principles of equality and diversity						
I am able to think strategically and am aware of the current BIOS/BOSTU strategy						
I am able to contribute actively to Board discussions						
I understand how BIOS manages its finances and can interrogate the accounts						
I can confidently represent BIOS/BOSTU externally						
I maintain positive relationships with Trustees/Council members/service providers						
I am able to chair a meeting effectively (if relevant)						

Appendix H

BIOS Code of Conduct

When contacting BIOS Trustees, BIOS Council and/or BIOS Administration or when you are participating in BIOS, BOSTU courses or activities, the following behaviours is expected of all members, attendees & students:

1. Act in a reasonable way to safeguard your own health and safety and that of others
2. Respect the different backgrounds, experiences and lifestyles of others.
3. Act in ways which does not discriminate against people of different backgrounds.
4. Do not use language which could offend others, e.g. Racist, Sexist, Homophobic, Ageist, or language offensive to people with a Disability.
5. Do not use abusive language and/or raise your voices towards BIOS Trustees, BIOS council and / or BIOS Administration. This will not be tolerated and could result in your membership being revoked.
6. Comply with any policies of the event where the activity is taking place. They will be displayed in the venue if applicable.

Please refer to the below, if you believe that someone is in breach of BIOS's code of conduct

7. If you feel you have been treated with a lack of respect, been harassed, or discriminated against by a member of the BIOS team that you have had contact with you should, contact your Regional Trustee, where your Regional trustee is not available we advise you to contact the trustee for the region closest to you. and t This will be investigated in line with our escalation process (See Complaints Procedure below).
8. Your confidentiality will be maintained for any issues discussed with BIOS Administrator, BIOS Trustees or BIOS Council and will not be shared unless we have your consent and in line with our escalation process (See Complaints Procedure below).
9. Comply with any other policies of the event where the activity is taking place. They will be displayed in the venue, if applicable.
10. A review of this code of conduct will take place annually and additional items can be added with agreement of the BIOS Trustees.
11. Failure to comply with the BIOS code of conduct (1-6) could result in your membership being revoked.
12. Failure to follow the processes outlined (7-8) may cause a delay in our investigation

BIOS Complaints Procedure

BIOS aims to keep standards high and we welcome feedback from members on our work. If you feel that we have failed to meet the high standards we set for ourselves, you have the right to initiate the formal complaints procedure within 28 days of the cause for complaint.

Complaints covered

A complaint can be made if you feel we have not provided an appropriate standard of service and have fallen short of your expectations. Examples include:

- Failure to deliver a fitting standard of service
- Unacceptable delay in providing a service
- Poor delivery of a service by members or volunteers

Before making a formal complaint, you must ensure that you have tried to resolve this informally.

Informal methods of having your complaint heard, should be used before any formal method is explored, such as:

- Addressing your concerns with members involved
- Contacting your Regional Trustee

Where to send complaints

Complaints must be in writing (email) and sent to:

BIOS for the attention of the Vice Chair

Vicechair@orthoptics.org.uk

If your complaint involves the Chair and/or Vice Chair, email;

BIOS Complaint

bios@orthoptics.org.uk

What to include in letter of complaint

We ask that you provide us with as much information as possible so that we can deal with your complaint both suitably and efficiently. In particular, we require details of:

- The nature of your complaint
- How your complaint has been dealt with thus far
- Where and when the cause for complaint occurred
- If known, names of any members or volunteers involved
- What next steps you would wish to see taken
- Your contact details

What happens once we have received your complaint?

We will notify you that we have received your complaint within 5 working days. Complaints will then be reviewed by the Vice Chair whose decision will be communicated to you in writing no more than 28 days after initial receipt of your complaint.

If your complaint involves the Chair and/or Vice Chair, this will be reviewed by an external organisation.

If you remain unhappy with the way in which your complaint has been reviewed, you are entitled to appeal, details of the procedure to be adhered to are found below.

BIOS Appeals Procedure

If you are unhappy with the decision of BIOS after the complaints procedure, an appeal can be brought within two months of your being informed of the conclusion of its inquiries into your complaint. You will be informed within 10 working days if we cannot deal with your appeal.

Grounds of Appeal

The following are legitimate grounds for appeal following the conclusion of the complaints procedure:

- If you believe that we are acting unlawfully
- If you think we have failed to consider all of the evidence or new evidence has arisen
- If you believe we are in breach of our own complaints procedure and that this breach has led to an injustice

Please note that simply being unhappy with the outcome of the complaints procedure is not a legitimate ground for appeal, nor will we hear appeals that we perceive to be frivolous, vexatious or mischievous.

Where to send appeals

All appeals should be in writing (email) and addressed to:

BIOS for the attention of the Chair

Chair@orthoptics.org.uk

The Chair will supply you with an allocation officer who will be your point of contact throughout the process.

In the instance where the original complaint involves the Chair and/or Vice Chair, email;

BIOS for the attention of (external organisation)

bios@orthoptics.org.uk

What to include in letter of appeal

Any letter of appeal must include the reasons why you believe BIOS has reached the wrong conclusion and must enclose all relevant documents. Examples of documents to send include:

- Documents relating to the initial complaint and subsequent decision
- If you wish to call witnesses to give oral evidence at a hearing, a summary of their evidence (both you and BIOS are able to call a maximum of two witnesses each)
- Signed witness statements if you would like witness evidence to be read out at the hearing instead

If we require any further information from you, this information must be provided within 10 working days of the request.

Once we have received your appeal

Once we have received your appeal letter and you have been given an allocation officer, they will inform you in writing of the day of the hearing, giving you at least 21 days' notice. 10 days before the hearing, you will be sent a file containing all relevant documents, examples including:

- Summary of evidence to be given by your witnesses or their witness statements
- Summary of evidence to be given by BIOS's witnesses or their witness statements
- A written response from the person who investigated your complaint

Representation

You are entitled to bring someone along to the appeal hearing to support you.

BIOS will pay travel expenses for you, one supporter and a maximum of two witnesses to attend the appeal hearing. Please note that there will be no reimbursement of other costs incurred such as loss of earnings due to attending the hearing.

All travel expenses incurred must be reasonable and public transport must be used where available. If you or any of your attendees have any special needs meaning that public transport was rendered unsuitable, we must be informed of these when you claim your expenses.

Reasonable travel expenses that we will pay are:

- Bus
- Standard class rail travel
- Tube
- Fixed amount of mileage if you travel by car

BIOS will not pay other costs associated with car travel such as parking or tolls.

You can view our expenses policy [here](#).

The day of the hearing

It is not compulsory for you to attend the appeal hearing. You can request that your hearing is held virtually using one of BIOS's communication platforms. You must notify the office of this request, at least four weeks from the hearing date.

If you choose not to attend, you and your witnesses should send written statements. Your statement should include information on what you think the relevant facts are, what conclusions you think BIOS should have come to as a result of the complaints procedure and what action BIOS should take now. If you do not attend the hearing without letting us know then, at the Chair's discretion, the appeal may be heard in absentia.

The appeal panel will comprise:

- The Chair of BIOS, or his/her representative (provided that the Chairperson is not involved in the complaint, in which case the Vice Chair will take his/her place). If the member is appealing the original decision which was made by the Vice Chair, then this will be (where, possible) the Chair / CEO of the external organisation
- A Trustee (not involved in the complaint)
- A Member
- An independent person (A non-BIOS member)

The appeal panel will make its decision by majority vote. In the event of a deadlock, the independent person shall have the casting vote.

The procedure of the appeals hearing will be as follows:

- The Chair will ask for a brief outline of your case and will then ask you to state what you think the relevant facts are, what conclusions you think BIOS should have reached and what actions you would like BIOS to take now
- Your witnesses will then be invited to give their evidence to support what you claim are the relevant facts. If your witnesses are not giving oral evidence, it is at this point that the witness statements will be read out.
- The Chair will then address the members or volunteers of BIOS' involved in the complaint. Any witnesses for BIOS will also be addressed now. As with your witnesses, written statements may be used instead of oral evidence
- You will then be asked if you have anything further you would like to add before the panel decides its case
- At the end of the hearing the Chair will inform you that you will receive a decision via post, usually within about 2 weeks

The decision

We will need time to consider the appeal and so unfortunately will be unable to give you a decision on the day. The decision will be in writing and should be received within 2 weeks of the end of the hearing.

Our decision is final. However, if you feel that the appeal panel has not taken relevant information into account, or new evidence has arisen, you can ask us to reconsider our decision within 10 working days.

Appendix I

Subscriptions and Membership Levels

The membership categories are stipulated within the [Membership by-laws](#). The Trustees may alter the categories or membership, prescribe qualifications which members in the different categories must possess and the rights and benefits they receive, according to the Articles of Association.

The Trustees are also responsible for setting the annual subscriptions payable by members, subject to the Articles of Association, By-laws and resolutions of the AGM. The current membership fees can be found [here](#).

Appendix J

Reserves Policy

Purpose of reserves

- To allow longer term investment which develops the principal activities of the Society
- To allow for shorter term projects for member benefit where the value exceeds the resources available from revenue in any one year
- To allow core services for members to be maintained for a minimum period of time should the Society's income be seriously undermined or disrupted or unexpected additional expenditure
- To meet financial obligations should the Society cease trading.

1. Levels of reserves

1.1 The Society aims to maintain its cash reserves at a level that meet the Society's obligations if the Society ceases trading. These obligations include commitments related to outstanding tax liability or other legal requirements.

1.2 These reserves can be called on for investment, or to allow the Society to continue trading in circumstances where the income of the Society is severely undermined. In all circumstances, BIOS will act to regain financial balance and regain the necessary reserves within a realistic timescale to be agreed by the Board.

1.3 Core activity is governance, management, services, and support services necessary to maintain core services for members and to allow for a recovery plan to be implemented

1.4 The Society's aim is not to exceed a maximum level of reserves unless the additional reserves are retained for a specified purpose. The maximum level is set at 12 months core expenditure i.e. twice the minimum level.

2. Actions to maintain reserves within minimum and maximum level

2.1 The minimum level of reserves should be maintained through good planning and by all budget holders and the Board by effective budget planning and monitoring of activity and budgets.

2.2 When the minimum reserves are required to support the Society through a recovery plan or investment in a planned business development, such plans should include actions to return the reserves to the minimum level.

BIOS believes that this meets the requirement set out in 'Charities reserves; building resilience' (CC19) that a charity should build their reserve policy by taking in to account the following:

- a. The risk of unforeseen emergency or other unexpected need for funds
- b. A source of income, e.g. a grant, not being renewed. Funds might be needed to give the trustees time to take action if income falls below expectations.
- c. Planned commitments, or designations, that cannot be met by future income alone, e.g. plans for a significant project that requires the charity to provide 'matched funding'.
- d. The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.

3. Decisions to use reserves /capital investment

3.1 Across the Society, it is expected that all components of BIOS plan and deliver routine services within available annual revenue. Restricted, Designated and Unrestricted Reserves can be called on for specific projects subject to planning processes, terms set out on use of the original income (restricted and designated) and the Society's overall financial position.

3.2 Reserves will generally be used to invest in a project, campaign or infrastructure that delivers clear and defined benefits for the membership or the Society in line with the Strategic Plan and the Charities objects.

3.3 These benefits may be tangible i.e. they advance the objects of BIOS or release time from routine processing to more value added activities. Less tangible benefits could be improved image of BIOS, development of resources for members that advance the science or practice of orthoptics or members feeling more positive and therefore retention rates.

- 3.4 In exceptional circumstances such as an unexpected substantial reduction in income or additional expenditure, reserves can be used to support the delivery of services for a limited period of time.
- 3.5 These proposed investments will originate from any part of BIOS and decisions will be made through the Association's business planning process.
- 3.6 The decision as to whether to approve a deficit budget to maintain routine functions that reduces the level of reserves can only be made by the Board in exceptional circumstances. Before any such decision is made the Board must be reassured that there are plans to achieve financial balance as soon as possible and replace the reserves at the earliest opportunity.
- 3.7 Capital investment will be returned to the reserves through straight-line depreciation, usually over a period of 5 years. Items will be fully depreciated before they are replaced. Additional investment in a depreciating item will be added to the existing depreciation schedule.

Appendix K

Data Policy

Introduction

The Data Protection Act 1998 updated 2018, and the General Data Protection Regulations (GDPR) set out the obligations that individuals, companies and organisations have for handling, storing and processing data. There is a legal requirement to comply with these and the Information Commissioner, responsible for overseeing compliance, sets out guidance and good practice for organisations. As a membership association and trade union, BIOS and others acting on their behalf must comply and follow best practice where possible.

The BIOS Privacy Policy can be found here: <https://www.orthoptics.org.uk/privacy-policy/>

The objective of this policy is to provide more specific guidance to trustees, volunteers, secondees and contractors, to ensure that sensitive information is protected; that we are not in breach of the law; and the standing and image of BIOS is not compromised. It aims to protect all stakeholders whose data we hold and to protect the BIOS and individuals from legal or regulatory action and from loss of standing.

Identifying personal data can be complicated, so for the purposes of this policy BIOS identifies personal data as information which identifies or could identify anyone that BIOS has a relationship with including members, the public, contacts and contractors. This data could be names, email addresses, personal addresses, financial information, website cookies, IP addresses.

GDPR introduced new requirements over the previous Data Protection Act including giving more control to the individual over their data and how organisations interact with the individual.

Scope

This policy applies to all working on behalf of BIOS widely trustees, volunteers, secondees and

contractors. It applies across the range of communications technology and digital tools used to support our work. This is to protect the individuals, members, stakeholders and BIOS. While this policy mostly covers the use of communications technology you need to be aware that regulations equally apply to any hard copy information.

BIOS are responsible for ensuring the organisation follows due process and guidance when processing data; and is accountable for the processing of data within the organisations.

Employees of business services contractors are also bound by employment policies including data policy of that organisation

Individuals are responsible for their own actions relating to personal data and may be liable for action if it can be shown that they did not follow the approved processes.

Principles

Principle or Right	What This Means for BIOS
Lawfulness, fairness and transparency	We are transparent about what data we collect and what we use it for. See BIOS privacy policy
Purpose limitation	We must use data only for the reasons it was collected
Data minimisation	We must only collect data that we need
Accuracy	Data must be accurate
Storage limitation	We must only keep data for as long as we need it

Integrity and confidentiality	We must act with integrity, keep data securely and not share confidential data without permission
Accountability	We are responsible for our actions and can be subject to legal or disciplinary action
Right to be informed	We must be clear about what data we collect and what we do with it. And inform someone when they ask
Right of access	Anyone can ask to see the data we hold on them
Right to rectification	We must correct any inaccuracies in the data
Right to erasure	We must delete any data we hold when asked
Right to restrict processing	We must only use data when we have permission to use it
Right to data portability	We must provide data we hold in a form that can be taken and used elsewhere
The right to object	We must stop processing data if the data subject objects
Rights in relation to automated decision making and profiling	This relates to automatic systems that make decisions in areas such as credit and finance

Keeping Data and Systems Secure

Building data security into all that we do is required by law.

The internet is less private than you think. Systems can be hacked, incorrect recipients selected, messages forwarded, privacy settings incorrectly applied or not understood for example. When acting on behalf of BIOS think carefully about your actions, and always act professionally and consider the negative consequences of your actions.

Think carefully before communicating confidential and sensitive information, particularly when referring to specific individuals, by email. Remember that individuals can access all information held about themselves so be professional in all correspondence. Do not forward emails containing business or personal information from a BIOS email account to any other account.

Forwarding an email containing personal identifiable information or copying people into a circulation without specific consent is a data breach. Members may consider this acceptable for networking and sharing purposes but it is good practice to seek explicit consent. Explicit consent is required to share personally identifiable information about a non-member or to share a member's details with a non-member.

If sending sensitive or personal data, consider if it should be in a document that is password protected.

To help ensure all BIOS data is secure, this guidance should be followed:

- Act responsibly and professionally at all times
- Ensure your own equipment is password protected.
- Never disclose your BIOS log in passwords to anyone outside of BIOS, including friends or family members.
- It is not necessary to change passwords regularly, but they should be strong passwords
- If you need to change your BIOS account password, contact the BIOS office
- BIOS maintains some systems with shared passwords, such as collaboration tools, social media; do not share these.
- Always log out of BIOS systems before leaving the computer

- Never remain logged in to BIOS systems on a shared computer
- Shared passwords should be changed when anyone using the system leave the BIOS work

Members data

- Never download personal information about a member (e.g. bank details, address, correspondence, etc.). If this is absolutely necessary, use cloud-based services, as they are preferable to storage on a device.
- Do not store printed “hard copy” information about members. If lists or other data must be printed for a specific purpose such as registration at an event it must be securely destroyed immediately after use.
- Any communication to groups of members from CAG leads, Trustees or anyone else should be sent to the office for distribution.
- Meeting organisers should not generate new contact lists at events.
- Do not store contact lists or other personal information without a specific need, agreed by the BIOS office. A key principle of data protection is accuracy, and if you use stored lists there is a risk that your information will be out of date.
- Do not use stored lists there is a risk that your information will be out of date.
- You must not use BIOS data to advertise chargeable products or services, or products or services from third parties, without written agreement from the BIOS office.
- You must not use BIOS data for campaigning, soliciting donations or promoting political activity without written agreement from the Trustees
- If you think that the data you have has been lost or accessed by anyone other than yourself, you must inform the business services provider and the Chairman at once.

Managing Data

As far as possible, data relating to a member should be stored within a single system usually the database. This helps BIOS to manage the data lawfully.

If you manage any data on behalf of the BIOS you must take all reasonable steps to ensure it is up to date and accurate.

As far as possible the database will be the single source of member data. Spreadsheets or other databases containing personal data should not be used, unless specific consent has been given by BIOS office.

BIOS uses digital marketing tools to communicate with members, an important benefit of BIOS membership. The use of these tools is permitted under the BIOS privacy policy and all recipients are offered the opportunity to opt-out. There is a process for deciding if the use of digital marketing tools and other mass member communications is permitted under the GDPR 'lawful processing' provisions. If in doubt, consult the business services provider.

Duplicate or routine emails should be deleted when no longer required for business use. However, be mindful of the need to maintain a history of the Society and to be able to pass on information to subsequent post holders. Internet communication that forms part of the history of BIOS and the profession should be archived. Refer to the archiving policy

Communications providing advice to members or others that is sensitive, controversial or specific to them or form part of disciplinary or other proceeding should be retained in files on a BIOS computer and backed up to a cloud-based service regularly

Good practice is to retain this information for as long as it may be used in legal proceeding. This is usually 8 years, or if relating to a child, to their 25th or 26th birthday.

These are general principles. BIOS maintains a Retention Schedule, which is made available to all Trustee and volunteers and available from the office on request.

Reporting

Any data breach, that is loss of personal data or sharing personal data with anyone not entitled to receive it must be reported to the business services provider and the chairman. The business service provider will ensure that the breach is investigated and where necessary reported. There is a legal requirement for most breaches to be reported to the Information Commissioners Office within 72 hours.

Being responsible for a data breach is a serious issue. But it is much more serious to ignore the breach and not report it. Not reporting a data breach that you are aware of may lead to disciplinary action.

BIOS Email and Account Policy

1. OBJECTIVES

The objective of this policy is to ensure that sensitive information is protected; that we are not in breach of the law; and the standing and image of BIOS is not compromised.

It contains important rules covering access to all services provided via a BIOS Google account.

The policy applies to all BIOS Google Account holders: Honorary Officers; Trustees and Council members; CAG leads; and staff employed by BDA.

2. INTRODUCTION

BIOS will take a serious view of any infringement of the rules and disciplinary action may be taken, which might lead to you being removed from your position.

This Policy explains how BIOS account access should be used. It explains what you are allowed to do and what you are not allowed to do.

You should be aware that BIOS may monitor emails sent and received by you and the detail of the policy on this can be found at Section 4 of this document.

3. DATA SECURITY

More details on this are available in the Data Policy ([Appendix M](#)).

Sharing Data

Sharing information via email or via Google Drive is less private than you think. For example, email intended for one person sometimes may be more widely distributed because of the ease with which the recipient can forward it to others (or forward it in error). Particular care should be taken

in checking that the appropriate recipients have been selected prior to the email being sent or forwarded or a file being shared.

Think carefully before sending confidential and sensitive information, particularly when referring to specific individuals. If it goes astray, could there be a negative impact? If it is information on a document attached to an email, should it be password protected?

Access to BIOS Accounts

Keep all passwords secure. These should not be shared with anyone else. A master list will be maintained by the Business Support Administrator and if you change your password you need to inform them.

Do not share your log in details.

The Use of Personal Equipment

In most cases, BIOS account holders will be using personal equipment to access their accounts. This section covers how best to protect BIOS business data when using personal equipment.

- i. Trustees or representatives may use personal equipment to access their BIOS accounts **but not** use their own equipment to store data. This is often the case when using a personal PC at home to log into BIOS Google accounts. In such cases the internet is used to access BIOS accounts and no personal or business data is stored on the staff member's own equipment.

This reduces any risk but staff should remember to:

- Ensure their own equipment is password protected.
- Never disclose your BIOS log in passwords to anyone outside of work, including friends or family members.
- Never store any BIOS information, files, or data on personal equipment (subject to the guidance below)
- Act responsibly and professionally at all times

- ii. Alternatively, BIOS account holders may use their own equipment to download and store BIOS business data. Usually this is, for example, emails stored on a personal mobile phone and/or ability to access documents remotely on an infrequent basis.

There is greater risk when data is being downloaded onto a non-BIOS piece of equipment. BIOS is still responsible legally for the data, but has less control as it is being downloaded onto equipment they do not control.

Direction and guidance from the Information Commissioner is clear on the risks and, while BIOS does not wish to prevent such use, it requires some basic safeguards to be put in place.

BIOS account holders who use their own equipment to access any BIOS business data (emails, etc.) MUST:

- Ensure their personal equipment is locked and password protected.
- Ensure the device locks when inactive.
- Not access any other Wi-Fi or Bluetooth networks which may compromise access to the data.
- Make sure all information, wherever possible, is encrypted.
- Ensure that their code or password is not disclosed to anyone else, including friends or family, except in an emergency and only to a responsible adult.
- Ensure their personal equipment is not used by other friends or family.
- Use mobile tracking or mobile management services, which allow you to track lost devices and delete information if they are lost or stolen.
- Never download personal information about a member (e.g. bank details, address, correspondence, etc.)
- Use cloud based services (which are preferable to storage on the device) to store any information in cases where this is absolutely necessary.
- Report any stolen devices to the Office immediately, if they have been used to access BIOS emails, etc.
- Delete all data should the device need to go for repair.

If BIOS account holders follow the steps above and act carefully and responsibly, the risk of loss of data and any breach of the Act are reduced.

4. EMAIL USE

General Do's and Don'ts

Emails to external organisations and members should be treated in the same way as formal letters. They represent BIOS and should be prepared with the same principles of courtesy, politeness, propriety etc. Email from BIOS is classed in Law in exactly the same way as a letter written on BIOS headed paper.

- Never send 'off the record' emails - nothing is "off the record" where the law requires disclosure of information.
- When you are on leave, use an 'Out of Office' to inform others that you are on leave.
- All emails to members should be about BIOS business only.
- BIOS Google accounts are provided for business use only.

Harassment and Offensive Emails

Do's and Don'ts:

- **Do not** send Emails which harass or are offensive on grounds such as bad language, race, gender, sexual orientation or disability.
- **Do not** send Emails that contain anything that would be detrimental to the image and standing of BIOS.
- **Do not** forward offensive information to another person; if the original Email is offensive start a new Email or delete the offensive material.
- **Do** bring offensive Emails to the attention of the Office.

What are the consequences of not following this policy?

- A person may sue you (or BIOS) for damages.
- Disciplinary action may be taken which might lead to you being removed from your position.

Defamation

Defamation is the publication of a statement which adversely affects the reputation of a person or a company.

Do's and Don'ts

- **Do Not** send or circulate, internally or externally, any information which is defamatory. In particular, you must not send or circulate, any information which contains negative comments about an individual or company. This also includes any comment made from private email accounts or on social media sites, where you may or may not be identifiable as a BIOS representative. If in doubt, you must check with the Chair or Vice-Chair.

What are the consequences of not following this policy?

- By virtue of your acts you may bring BIOS into disrepute because you are a BIOS representative. A person or company defamed may sue you and BIOS. There is a defence that the information was "true" but the onus would be on you to prove that.

Contracts

A contract is an agreement between two or more parties to create legal obligations between them. Binding contracts can be formed by Email.

Do's and Don'ts

- **Do Not** enter into contracts by Email unless prior approval has been given, agreed procedures permit it or the interests of agreeing a business contract require a rapid email response. Contracts may only be negotiated by authorised people within BIOS. Guidance can be provided by the Office.
- **Do** include the statement "**subject to contract**" in all Emails relating to contractual negotiations or if you use Email where a contract may be formed.
- **Do Not** send sensitive commercial information by Email; it is too insecure.

What are the consequences of not following this policy?

- If you are not a person authorised to negotiate or enter into contracts on behalf of BIOS, you may find yourself personally liable for any damages suffered by the third party as a result of your actions.

Monitoring of Emails

BIOS reserves the right to intercept emails from BIOS accounts under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 only for the following reasons:

- to investigate or detect the unauthorised use of the systems and breach of the rules of this policy e.g., discriminatory or offensive content accessed or circulated, excessive personal use etc;
- to maintain an adequate level of security for our computer systems;
- to detect any computer viruses;
- to check email mailboxes of absent employees and address urgent business communication in line with the approval process set out in this policy.

If it is necessary for a mailbox to be accessed due to an urgent work issue and the Trustee or representative is not working e.g. in the case of unplanned sickness absence, all reasonable efforts must be made to seek permission from the mailbox holder before emails are accessed. Where this is not possible (which will be rare and only in an emergency situation or when malpractice is suspected) an email account can only be accessed by the Business Support Administrator with permission from the Chair or Vice-Chair.

This policy is considered reasonable notice that interception of email traffic and internet usage may be undertaken in exceptional circumstances and this is a reasonable communication to all employees of such a possibility under the terms of the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.

The principles of this policy apply to all email usage.

Policy on the use of social media

1. Social media is a powerful tool which can be beneficial in raising awareness of orthoptics and enabling BIOS members to communicate with each other. Social media refers to a variety of online communities such as blogs, social networks, chat rooms and forums. This policy is intended to help Trustees, Council members, and other members who represent BIOS in any capacity to use social media appropriately.
2. BIOS social media accounts should only be used for posting corporate comment and materials such as news, consultations, and public information on eye health. The honorary officers may use these platforms to publish blogs or similar to generate comment and debate. If participating in a social media debate, Trustees and Council members should abide by collective responsibility where relevant, and they should strive to promote positive messages and content.
3. The honorary officers and policy officer reserve the right to remove any content from BIOS social media accounts that breaches the rules shown in paragraph 5.
4. Trustees and other representatives should be aware that personal social media accounts are effectively in the public domain, and they should avoid posting any content that could inadvertently bring BIOS into disrepute. When posting content relevant to BIOS or orthoptics in general, they should make it clear that they are doing so in a personal capacity.
5. The following general rules apply to all use of social media, whether official or personal:
 - Do not post (or forward a link to) any abusive, discriminatory, harassing, derogatory or defamatory content.
 - Do not disclose commercially sensitive or confidential information.
 - Do not post material in breach of copyright or other intellectual property rights.
 - Have written consent from parents or carers before posting pictures of children or vulnerable adults online. It may be better to use stock images.
 - Remember that you are personally responsible for content you publish, and that once published it is permanent and cannot be withdrawn.
 - If in doubt, do not post!

Appendix L

Equality and Diversity Statement

BIOS and BOSTU recognise and encourage the valuable contribution that people from all backgrounds and experiences bring to BIOS. We believe that all individuals should be treated with dignity and that they should advance solely on the basis of merit. We oppose all forms of unlawful discrimination.

BIOS aims to provide a service to members that actively promotes equality of opportunity, and freedom from discrimination on grounds of age, cultural background, class, disability, ethnicity, religion, gender, pregnancy, maternity, sexual orientation or gender reassignment. We will strive to remove any conditions that place members at a disadvantage, and we will actively challenge hatred and discrimination.

BIOS and BOSTU believe in fairness and equity, and we promote diversity in all our dealings as a charity and a trade union. We require the same values and practices from all those companies and individuals who provide services to us.

BOSTU will develop a diversity network for support to individuals and to provide advice and intelligence to inform BOSTU policy.

Appendix M

Chair and Vice Chair Role description and person specification

Overall Purpose

- To lead the profession and ensure BIOS meets its objectives
- To provide leadership and direction to the Board, enabling Trustees to fulfil their responsibilities for the overall governance and strategic direction of BIOS
- To support the Chair / Vice Chair and ensure that BIOS is run in accordance with the decisions of the Trustees
- To agree individual areas of responsibility between the Chair and Vice Chair

Main Responsibilities

- To work closely with the Chair / Vice Chair to lead the Trustees in developing strategic and financial plans for BIOS
- To liaise with the Chair / Vice Chair to draft agendas for meetings of the Board and to ensure that business is covered efficiently and effectively at those meetings
- Oversee the work stream of the Business Support Services
- To provide support and leadership to the Board to ensure that BIOS is run in accordance with the decisions of the Trustees and its charitable objectives
- To ensure that the standing committees, Clinical Advisory Groups and Non Clinical Advisory Groups of BIOS are working to the strategic direction of BIOS and to report this progress to the Board
- To ensure that the Board delegates sufficient authority to the standing committees, CAGs and NCAGs to enable the work of BIOS to be carried out efficiently and effectively between meetings of the Board

Main Tasks

- To liaise with and monitor the activities of the other Trustees
- To represent BIOS and BOSTU at local, regional and national level
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members
- To monitor the composition of the Board and ensure action is taken to remedy any deficiencies

Person Specification Chair and Vice-Chair

	<u>Essential</u>	<u>Desirable</u>
	Requirements necessary for safe and effective performance of the role	Where available, elements that contribute to improved/immediate performance in the role
Requirement	<ul style="list-style-type: none"> Ability to travel to meetings and take part in teleconferences or video links as required; Attendance at meetings of Trustees and Council and the BIOS AGM/EGMs; participation in monthly business meetings and ad hoc committees 	
Knowledge	<ul style="list-style-type: none"> Sound knowledge of the structure of the BIOS and Articles of Association; the role of a charity Trustee and the Charities Commission; knowledge of the issues affecting the profession and ability to influence and lead the agenda of the Society, making sure the profession continues to develop, keep pace with change and refines its knowledge and practice 	<ul style="list-style-type: none"> Knowledge of BIOS documents and where to direct members to find them on the BIOS website; wider health issues and mechanisms of health care systems in England and the devolved countries
Skills	<ul style="list-style-type: none"> Well-developed organisational skills; excellent leadership skills; tact and diplomacy; good communication and inter-personal skills; impartiality; fairness and the ability to respect confidences; demonstrable commitment to the aims, objectives and work of BIOS; strategic vision for BIOS; analytical and evaluation skills applied within a constructive framework; good independent judgement; a people-orientated approach to problem solving and to management; an ability to work effectively as a member of a team; adherence to Nolan Principles of 	

	Public Life- selflessness, integrity, objectivity, accountability, openness, honesty and leadership	
Experience	<ul style="list-style-type: none"> Active within BIOS and played a key role in the regional/country structure 	<ul style="list-style-type: none"> Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively
Qualifications	<ul style="list-style-type: none"> Orthoptic diploma or degree; registration with the HCPC; full member of BIOS; work to requirements of BIOS and HCPC Code of Practice and Professional Standards 	<ul style="list-style-type: none"> Demonstrable knowledge of the mechanisms for registration, codes of practice and standards for orthoptists, previous strategic role with BIOS or professional workplace
Personality/ Disposition	<ul style="list-style-type: none"> Confident and articulate Methodical and well organised Good interpersonal, communication skills Professional attitude Ability to inspire others to contribute 	
Physical	<ul style="list-style-type: none"> Ability to fulfil all aspects of the role May require travel and some overnight stays to attend meeting Ability to communicate effectively either face to face or electronically 	

Appendix N

Trustee Role description and person specification

The Trustee Board comprises 10 Trustees:

1. Chair
2. Vice Chair
3. LOOP Chair

Country or Region Trustees:

4. Wales
5. Scotland
6. Northern Ireland
7. Republic of Ireland
8. England North
9. England Midlands and East
10. England South and London

The legally binding role of a Trustee and adherence to Articles of Association

- Trustees are subject to the Charity Commission's code of conduct and as BIOS Trustees are urged to familiarise themselves with these guides
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
- <https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>
- Trustees are asked to be aware of the latest BIOS Articles of Association, which state that Trustees cannot be remunerated by BIOS for services rendered.
<https://www.orthoptics.org.uk/governance/>
- Articles also state that Trustees may be asked to step down if two consecutive planned trustee or council meetings are missed (excluding teleconference or extra ordinary meetings)

A Trustee will represent BIOS members

- Represent member's professional interests;
- Actively seek members' opinions using face to face meetings, surveys and electronic forms of communication (e.g. a page on the BIOS website and/or web forum);
- Maintain contact with local Heads of Service via meetings and /or electronic communication
- Promote BIOS membership to those who are not members in order to maintain the viability of the BIOS company;
- Communicate and map members' access to local professional training, employment relations support/BOSTU training using the website effectively.

Events and training

- Ensure all areas of the country can access BIOS & CPD events by working with LOOP/other heads to promote events/training held in each country/region (at least one clinical day per year);
- Facilitate regular clinical training events which fit the needs of members and are accessible;
- If a BIOS conference is held in the region form an organising committee and work with BIOS event organisers and EPDC to provide appropriate programme for members' needs:

Local ambassador for BIOS and the orthoptic profession

- Respond to BIOS documents/consultations requiring a decision/approval in a timely fashion;
- Actively contribute to work streams and task and finish groups to enact BIOS strategy;
- Attend orthoptic clinical meetings and other meetings eg AHP meetings to promote the orthoptic profession;
- Represent BIOS at national level when required and deputise for the honorary officers.

Time commitment

- attendance at minimum of 4 full day trustee meetings per year (2 with full council members).
- extra ordinary meetings where required to transact urgent BIOS business
- respond to BIOS related emails in a timely manner which may require consulting BIOS articles and associated documents
- consultation with members electronically
- attend clinical meetings to give and receive feedback from members
- contribute to BIOS work-streams, working groups

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective Trustees should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification

Post Title: BIOS Trustee

Requirements:	Essential:	Desirable:
Qualifications/Training:	Orthoptic qualification recognised for Registration (Diploma or Degree) Member of BIOS Commitment to work to requirements of the Professional Standards of the British & Irish Orthoptic Society (BIOS)	Demonstrable knowledge of the mechanisms registration, codes of practice and standards for orthoptists. Knowledge of BIOS documents and where to direct members to find them on the BIOS website.
Previous Experience:	Experience of working as an Orthoptist	Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively.
Skills and Attributes:	Well developed organisational skills. Able to use electronic systems to communicate. Highly developed communication skills, able to represent the membership reflecting members views and act as an ambassador for the country or region and present reports from BIOS council to members in written and verbal form.	
Knowledge:	In depth understanding of the role of an Orthoptist	The structure of the BIOS and articles of association. The role of a charitable trustee
Requirements:	To travel to meetings and/or take part in teleconferences or video links as required. Attendance at BOSTU and BIOS Clinical Training days in the country/ region represented Attendance at trustee, council and BIOS AGM approximately. 5 days per year. Attendance at extra ordinary BIOS meetings or AGM as required Participation in adhoc committees for example to review a complaint or recruitment process Willingness to lead workstreams /represent BIOS on committees with external organisations as required. Timely response to BIOS governance issues either electronically or face to face.	

Chair of Leaders of the Orthoptic Profession (LOOP) Role description and Person Specification

The Trustee Board comprises 10 Trustees:

1. Chair
2. Vice Chair
3. LOOP Chair

Country or Region Trustees:

4. Wales
5. Scotland
6. Northern Ireland
7. Republic of Ireland
8. England North
9. England Midlands and East
10. England South and London

The legally binding role of a Trustee and adherence to Articles of Association

- Trustees are subject to the Charity Commission's code of conduct and as BIOS Trustees are urged to familiarise themselves with these guides
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
- <https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>
- Trustees are asked to be aware of the latest BIOS Articles of Association, which state that Trustees cannot be remunerated by BIOS for services rendered.
<https://www.orthoptics.org.uk/governance/>
- Articles also state that Trustees may be asked to step down if two consecutive planned trustee or council meetings are missed (excluding teleconference or extra ordinary meetings)

Overall Purpose

- To chair steering group meetings and LOOP conferences
- To organise and lead LOOP events with the support of the steering group
- Report to the BIOS Trustees and Council

Requirements

Meetings: Minimum of 2 LOOP conferences each year plus regular steering group meetings to ensure contribution to the BIOS strategy

Venue: Rotating or virtual

Papers: An action log of the steering group meetings will be kept. Recordings of the conferences to be held on the BIOS website

Deputy: A member of the committee shall be delegated by the Chair to undertake this role in their absence.

Transparency: Terms of reference, membership, dates of meetings, action logs and recordings shall be placed on the BIOS website.

Outputs: The members will agree priorities, activities and desired outcomes once a year and report to BIOS and the orthoptic membership on progress towards achieving those outcomes at the end of the year via an annual report.

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- The position of Chair of LOOP, when it arises, is open to application from any member of BIOS regardless of whether they currently sit on the steering committee or not.
- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective Trustees should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

The Chair of LOOP will also have a seat on the BIOS Trustee board.

Person Specification

Post Title: Chair of LOOP

Requirements:	Essential:	Desirable:
Qualifications/Training:	<p>Orthoptic qualification recognised for Registration (Diploma or Degree)</p> <p>Member of BIOS</p> <p>Commitment to become a Member of LOOP</p> <p>Commitment to work to requirements of the Professional Standards of the British & Irish Orthoptic Society (BIOS)</p>	Member of LOOP
Experience:	<p>Experience of working as an Orthoptist.</p> <p>Experience of managing an Orthoptic team or leading an Orthoptic specialism</p>	<p>Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively.</p> <p>Experience of Allied Health Professional (AHP) strategy development.</p>
Skills and Attributes:	<ul style="list-style-type: none"> • Well-developed organisational skills • Excellent leadership skills using tact and diplomacy • Good communication and inter-personal skills; • A people-orientated approach to problem solving and to management; an ability to work effectively as a member of a team; • Professional attitude • Ability to inspire others to contribute 	
Knowledge:	<p>Sound Knowledge of people management</p> <p>Understanding of NHS strategy</p>	
Requirements:	<p>To travel to meetings and/or take part in teleconferences or video links as required.</p> <p>Attendance at extra ordinary BIOS meetings or AGM as required</p> <p>Timely response to BIOS governance issues either electronically or face to face.</p>	

Appendix O

British and Irish Orthoptic Journal Editor Role Description and Person Specification

Main Responsibilities

- To produce the journal of the British and Irish Orthoptic Society
- To develop and promote the British and Irish Orthoptic Journal
- Review and amend the journal strategy document as appropriate
- Work with the Editorial Board to ensure the aims and objectives of the strategy document are achieved
- Work with the current publisher to ensure appropriate development and promotion of the journal
- Manage the review process of submissions received for the journal
- Continue to develop and promote the journal using social media platforms
- Maintain and promote high standards of papers published in the journal.
- Attend and report to full BIOS Council meetings (twice yearly)
- Ensuring BIOJ presence at the BIOS Scientific Conference (every year apart from IOA conference years)

Liases with:

- Editorial Board of the British and Irish Orthoptic Journal
- Officers of the British and Irish Orthoptic Society
- Business Managers of the British and Irish Orthoptic Society
- Journal Publishers

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- candidates must be proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective candidates should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification: Editor of the BIOJ

	<u>Essential</u>	<u>Desirable</u>
Education and Qualifications	<ul style="list-style-type: none"> • Degree or diploma in Orthoptics • Member of BIOS 	<ul style="list-style-type: none"> • Postgraduate qualification, such as Masters or PhD
Experience and Knowledge	<ul style="list-style-type: none"> • Evidence of prior publication of papers . • Experience as a peer reviewer. 	<ul style="list-style-type: none"> • Prior experience of editorial roles. • Evidence of publications at International level
Skills and Attributes	<ul style="list-style-type: none"> • Able to speak in public forums and give presentations in a manner to instil confidence and leadership on the topic of Publication. • Excellent communication skill • Ability to organise workload and work to deadlines. 	<ul style="list-style-type: none"> • Evidence of experience chairing high level meetings and contributing to multi-disciplinary committees.
Requirements	<ul style="list-style-type: none"> • Attend BIOS council meetings. • Ability to travel 	

Research and Innovation Director Role Description and Person Specification

Main Responsibilities

- To lead on Research within BIOS, providing support, networking, advice and assistance to BIOS members and Council.
- Provide documents on how to get started in research and research strategy provided for members. These include how to undertake a literature review, sources of funding, dissemination options, ethical considerations and basics of statistical analysis.
- Update the research web pages and for circulating to BIOS members items of interest including funding opportunities, conferences, courses, research posts
- Provide a research mentorship scheme, available to all research-interested BIOS members, to match researcher members with an appropriately-skilled mentor at all stages of their research career and to support grant applications
 - Facilitate evidence of research to underpin patient stories and examples of orthoptic specialist skills improving quality of life and provide the research examples needed to demonstrate evidence-based practice for the core and extended orthoptic roles.
- To sit as a member of the EPDC (either in person or virtually) and provide a research perspective to the profession, for example clinical outcomes or SIG activity which would benefit from research support.
 - To attend two BIOS Council meetings per year and reports as requested by the Chair / Vice Chair
- To represent BIOS on research-related issues at local, regional and national level.
- To act as an ambassador for the profession
 - To build a constructive relationship with and between other Board members

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective directors should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification: Research and Innovation Director

	<u>Essential</u>	<u>Desirable</u>
Education and Qualifications	<ul style="list-style-type: none"> • Degree or diploma in Orthoptics • Member of BIOS • Post graduate qualification including research methodology 	<ul style="list-style-type: none"> • Doctorate and post-doctoral research experience • Clinical teaching/research qualification,
Experience and Knowledge	<ul style="list-style-type: none"> • Significant post qualification experience in orthoptics with extensive knowledge of all areas of orthoptic research, • Evidence of publications at National level • Supervision or mentoring others. 	<ul style="list-style-type: none"> • History of active involvement in BIOS and an awareness of strategic direction of the organisation • Evidence of clinical practice in specialist role working to masters' level. • Evidence of publications at International level
Skills and Attributes	<ul style="list-style-type: none"> • Able to speak in public forums and give presentations in a manner to instil confidence and leadership on the topic of Research. • Negotiation skills to work effectively on international committees and domestic meetings. • Success at submitting research applications. • Excellent communication skill • Ability to organise workload and work to deadlines. 	<ul style="list-style-type: none"> • Evidence of experience chairing high level meetings and contributing to multi-disciplinary committees. • Ability to plan and implement strategic and operational aspects of BIOS research strategy
Requirements	<ul style="list-style-type: none"> • Attend BIOS council meetings. • Ability to travel nationally, and occasionally internationally 	

Public Health Lead Role Description and Person Specification

Main Responsibilities

- Take an active role in the AHPs4PH initiative
- Contribute to Allied Health Professionals (AHP) into action initiative and publicise examples of transformational ways of working.
- Work closely with Public Health England and the AHP public health lead to promote the role that orthoptics plays in public health
- Embed the AHP Federation (AHPF) “Strategy to develop capacity, impact and profile of allied health professionals in public health 2015-18” into BIOS strategy.
- Ensure that Public Health (PH) is imbedded in all CAG work streams
- Ensure orthoptics is represented on work streams and projects initiated by Public Health England
- Liaise with PH representatives in the devolved countries and supporting initiatives where orthoptists can contribute
- Work with Health Education England to ensure the orthoptic profession is fully embedded in transformational ways of working
- Work with the vision screening special interest group lead and steering committee to prepare and present evidence for the review of the national screening committee guidelines.
- Contribute to national initiatives in falls prevention, management of stroke and rehabilitation
- Respond to urgent requests for help in preparing and defending business cases for orthoptic services relating to public health
- Prepare material promoting Make Every Contact Count(MECC) to orthoptists and the AHP and wider eye health sector
- Write a minimum of two Parallel Vision articles per year
- Reply to members queries regarding public health issues
 - To attend two BIOS Council meetings per year and reports as requested by the Chair / Vice Chair
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective PH leads should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification

Post Title: PH lead

Requirements:	Essential:	Desirable:
Qualifications/Training:	<ul style="list-style-type: none"> • Orthoptic qualification recognised for Registration (Diploma or Degree) • Member of BIOS • Commitment to work to requirements of the Professional Standards of the British & Irish Orthoptic Society (BIOS) • HCPC registration 	<p>Post graduate experience in project management</p> <p>Post graduate qualification in public health related area</p>
Previous Experience:	<ul style="list-style-type: none"> • Experience of working as an Orthoptist • Evidence of ability to complete projects • Working in multi-professional teams communicating the orthoptic contribution • Self-directed projects showing ability to analyse evidence and project plan 	<ul style="list-style-type: none"> • Active participation in promoting orthoptics at local and national level • Evidence of having worked on health projects, interacting outside orthoptics.
Skills and Attributes:	<ul style="list-style-type: none"> • Good evaluation and organisational skills • Self-management skills • Good interpersonal and communication skills • Ability to contribute effectively at meetings with health professionals • Present timely reports to BIOS trustees and members • IT skills • Methodical and well organised • Professional attitude • Ability to inspire others to contribute 	
Knowledge:	<ul style="list-style-type: none"> • Portfolio of evidence demonstrating previous and existing knowledge of the area of public health • Knowledge of NHS policies and their impact upon Public Health • Demonstrable in depth knowledge of Orthoptics as a profession and how it contributes to public health • Understanding of the mechanisms of the Department of Health NHS 	

	<p>England and Health administration in the devolved countries.</p> <ul style="list-style-type: none"> • Aware of the role of Public Health England and how the profession can contribute to the workstreams generated by the AHP lead 	
Requirements:	<ul style="list-style-type: none"> • May require travel and some overnight stays to attend meeting • ability to communicate effectively with the BIOS chair either face to face or electronically 	

New Graduate Representative Role Description and Person Specification

Main Responsibilities

- To act as an appointed representative of the British and Irish Orthoptic Society on BIOS Council, and to represent the views of new graduates within the first 2 years of qualification
- To be nominated by BIOS to take part in the organising committee for relevant conferences,
- Support and promote orthoptics within this group, facilitating the new preceptorship document.
- Facilitate a group Forum for discussion of new graduate issues.
- Develop an effective network of fellow new graduates
- Promote Orthoptics on electronic forums such as Facebook, Instagram etc
- Write a report for BIOS board of trustees with key actions for BIOS and present full report to BIOS council meeting.
- Write at least two Parallel Vision articles per year tailoring content to New graduate audience.
- Take lead role in activities around World Orthoptic Day.
- Reply to members queries regarding new graduate concerns
- To attend two BIOS Council meetings per year and reports as requested by the Chair / Vice Chair
- To represent BIOS
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members

Term of office: 2 years

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective Representatives should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification

Post Title: New graduate representative

Requirements:	Essential:	Desirable:
Qualifications/Training:	Orthoptic qualification recognised for Registration Member of BIOS HCPC registered	
Previous Experience:	Experience of engaging with colleagues	Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively.
Skills and Attributes:	Well developed organisational skills. Able to use electronic systems to communicate. Highly developed communication skills,	
Knowledge:	Understanding of the role of an Orthoptist	The structure of the BIOS
Requirements:	To travel to meetings and/or take part in teleconferences or video links as required. To use social media to connect to, inform and receive information from newly qualified orthoptists	

OCE Representative Role Description and Person Specification

Main Responsibilities

- To act as an appointed representative of the British and Irish Orthoptic Society for Orthoptistes de la Communauté Européene (OCE)
- To be nominated by BIOS
- Represent British and Irish Orthoptists as member of the OCE
 - Inform BIOS members of business discussed and outcomes of meeting of the OCE
- Promote British and Irish Orthoptics at OCE
- Write a report for BIOS board of trustees with key actions for BIOS and present full report to BIOS council meeting.
- Write at least two Parallel Vision articles per year
 - To attend two BIOS Council meetings per year and reports as requested by the Chair / Vice Chair
- To represent BIOS
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members
 - Participate in the annual OCE education committee meeting (only relevant if you are an academic teaching orthoptics students)

Term of office: 3 years

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective Representatives should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification

OCE Rep

Requirements:	Essential:	Desirable:
Qualifications/Training:	Orthoptic qualification recognised for Registration (Diploma or Degree) Member of BIOS	
Previous Experience:	<ul style="list-style-type: none"> • Experience of engaging with colleagues 	<ul style="list-style-type: none"> • Public speaking

	<ul style="list-style-type: none"> • Effective contribution on committees both in preparation, contributions at meetings and feeding back effectively. • Significant experience of practising as an orthoptist • Active within BIOS • Active within multi-professional teams 	
Skills and Attributes:	Well developed organisational skills. Able to use electronic systems to communicate. Highly developed communication skills,	Able to communicate in languages as well as English.
Knowledge:	Understanding of the role of an Orthoptist The structure of the BIOS	Structure of OCE
Requirements:	Take part in teleconferences or video links as required. Will require travel and some overnight stays to attend meeting within Europe	

IOA Representative Role Description and Person Specification

Main Responsibilities

- To act as an appointed representative of the British and Irish Orthoptic Society for International Orthoptic Association
- To be nominated by BIOS
- Represent British and Irish Orthoptists as member of the IOA
- To chair the local organising committee for international conferences taking place in UK and Ireland
- Inform BIOS members of business discussed and outcomes of meeting of the IOA
- Promote British and Irish Orthoptics at IOA
- Write a report for BIOS board of trustees with key actions for BIOS and present full report to BIOS council meeting.
- Write at least two Parallel Vision articles per year
 - To attend two BIOS Council meetings per year and reports as requested by the Chair / Vice Chair
- To represent BIOS
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members

Term of office: 3 years

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective Representatives should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- where more than one candidate applies there will be an election following normal BIOS election procedures;

Person Specification

IOA Rep

Requirements:	Essential:	Desirable:
Qualifications/Training:	Orthoptic qualification recognised for Registration (Diploma or Degree) Member of BIOS	
Previous Experience:	<ul style="list-style-type: none"> • Experience of engaging with colleagues • Effective contribution on committees both in preparation, contributions at meetings and feeding back effectively. • Significant experience of practising as an orthoptist • Active within BIOS • Active within multi-professional teams 	<ul style="list-style-type: none"> • Public speaking
Skills and Attributes:	Well developed organisational skills. Able to use electronic systems to communicate. Highly developed communication skills,	Able to communicate in languages as well as English.
Knowledge:	Understanding of the role of an Orthoptist The structure of the BIOS	Structure of IOA
Requirements:	Take part in teleconferences or video links as required. May require travel and some overnight stays to attend meeting	

Equality, Diversity and Inclusion Lead Role Description and Person Specification

Main Responsibilities

- To act as an appointed representative of the British and Irish Orthoptic Society on BIOS Council and maybe co-opted to the trustee board,
- To be nominated by BIOS to take part in presenting at conferences and meetings,
- Support and promote Equality, Diversity and Inclusion (EDI) within orthoptics facilitating the highlighting the Workforce Race Equality Standard (WRES) agenda to managers and TU reps
- Facilitate a network of EDI champions for each region, country or department.
- Promote EDI work Orthoptics on social media platforms such as Twitter Facebook, Instagram etc
- Write a report for BIOS board of trustees with key actions for BIOS and present full report to BIOS council meeting.
- Write at least two Parallel Vision articles per year tailoring content pertinent to the EDI agenda or strategy.
- Reply to members queries regarding issues around EDI and signpost to appropriate support if necessary
- To attend approximately 4 Trustees and council meetings per year and reports as requested by the Chair / Vice Chair
- Support EDI training for BOSTU reps working closely with the BOSTU Lead
- To represent BIOS at all forums
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members

Term of office: 3 years

Election process

Candidates must be paid-up BIOS members and proposed by 2 full BIOS members.

They should submit a CV with evidence to support the requirements of the role and they should have the support of their manager.

Prospective representatives should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication.

Where more than one candidate applies there will be an election following normal BIOS election procedures.

Person Specification

Post Title: [Equality, Diversity and Inclusion Lead](#)

Requirements:	Essential:	Desirable:
<p>Qualifications/Training:</p>	<ul style="list-style-type: none"> • Orthoptic qualification recognised for Registration (Diploma or Degree) • Member of BIOS 	
<p>Previous Experience:</p>	<ul style="list-style-type: none"> • Activity within BIOS • Activity within multi-professional teams • Understanding of issues with EDI and resolutions • Promotion of inclusivity • Understanding of the role of a BOSTU representative 	<ul style="list-style-type: none"> • Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively. • Previous strategic role with BIOS or professional workplace • BOSTU rep experience
<p>Skills and Attributes:</p>	<ul style="list-style-type: none"> • Well-developed organisational skills; • excellent leadership skills; tact and diplomacy • good communication and inter-personal skills; • impartiality, fairness and the ability to respect confidences; • demonstrable commitment to the aims, objectives and work of BIOS and the strategic vision for BIOS; • analytical and evaluation skills applied within a constructive framework demonstrating good independent judgement; • a people-orientated approach to problem 	

	<p>solving and to management, and an ability to work effectively as a member of a team;</p> <ul style="list-style-type: none"> • adherence to Nolan Principles of Public Life- selflessness, integrity, objectivity, accountability, openness, honesty and leadership • Ability to speak in public forums and give presentations, • Confident and articulate • Methodical and well organised • Good interpersonal, communication skills • Professional attitude • Ability to inspire others to contribute • 	
Knowledge	<ul style="list-style-type: none"> • EDI workforce data • UK and ROI legislation on Equality 	<ul style="list-style-type: none"> • WRES informatics
Requirements:	To travel to meetings and/or take part in teleconferences or video links as required.	