



## **COPD Support Ireland**

### **Health Committee – Terms of Reference**

The Board of Directors has established a committee of the Board known as the Health Committee. The Terms of Reference of the Health Committee outlined below are defined by the Board and may be amended at any time to reflect changing circumstances.

#### **Membership**

1. The Health Committee shall comprise of a Chairperson, who will normally be a Medical professional from the board of COPD SI, and not more than 10 members. In the absence of the Committee Chairman, the members present shall appoint one of themselves to chair the meeting.
2. The membership shall comprise of the Chairperson, and representatives from:
  - ICGP,
  - Royal College of Surgeons,
  - the Royal College of Physicians
  - the Irish Thoracic Society.
  - ANAIL
  - Allied Health Professional bodies as appropriate .

The Board of Directors shall be the sole authority to appoint and remove the members of the Committee.

3. The Committee shall select a Secretary.
4. The quorum for the Committee shall be four members.
5. Members are appointed for a term of three years.

## **Meetings**

1. The Committee shall meet at least three times a year. Additional meetings shall be scheduled as necessary from time to time.
2. The Secretary shall circulate the Agenda and supporting documents as approved by the Chairperson to the members of the Committee to arrive not less than 10 days before the Committee Meeting.
3. The Secretary shall minute the proceedings of all meetings of the Committee. These minutes shall be circulated promptly to all members not more than 10 days after the meeting and, once agreed, to all members of the Board.
4. The Chairperson shall present a written report to the Board after each meeting on medical matters requiring Board discussion and decision.

## **Responsibilities**

1. To advise the Board on all medical matters affecting COPD SI.
- 2 To receive and discuss reports on medical matters from COPD SI.
- 3 To promote the involvement of respiratory physicians and other medical professionals in the work of COPD SI.
- 4 To develop policy and make recommendations to the Board on all aspects of respiratory care in Ireland.
- 5 To monitor, evaluate and make recommendations for updating as necessary medical aspects of COPD SI's strategic plan.
- 6 To consider from the medical perspective all aspects of the work of COPD SI including information leaflets, website information and any medical information generated by the organisation.
- 7 To provide spokespersons for both external and internal communications in accordance with COPD SI's communications plan.
- 8 To assume such other responsibilities as from time to time may be delegated by the Board.

These Terms of Reference were developed July 2014 and will be reviewed annually.