



CICM SPECIAL INTEREST GROUPS TERMS OF REFERENCE

Special Interest Groups (SIG) of the College may be formed when the Board deem them necessary and viable. All Special Interest Groups sit under the Fellowship Affairs Department.

1. Membership

- Membership is open to any Fellow of the College and others by invitation.
- A Chair and steering Committee of the group will be appointed by members at a meeting and then endorsed by the Board.
- Sub-groups may be formed if required.

2. Purpose

Special Interest Groups have been formed to;

- Provide advice to the Board on relevant matters.
- Develop educational material and CPD opportunities for Fellows and trainees.
- Review and create documents at the request of the Board.

3. Accountability/Reporting

- Special Interest Groups do not have delegated authority from the Board.
- Individual group members are responsible for reporting back to the chair and steering committee on activities related to the group.
- The Chair must report back to the Board on a regular basis via minutes and reports.
- All documents created by the SIG must be approved by Board before published.

4. Administrative Support

- The College will provide administrative support for teleconferences as required and two annual face to face meetings.

5. Meetings

- Meetings will be chaired by the elected Chairperson
- Administrative support will be provided by a staff member at the College and this will include but not limited to; writing agendas in conjunction with the Chair, distributing papers, organising meetings, writing minutes of the meetings and any follow up actions.
- Any meetings to be held at the ASM must have ASM Convenor/Committee approval at least 8 months before the ASM.

6. Budgets

- The College will cover the costs of venue hire and catering for two face to face meetings annually

- Travel and accommodation for face to face meetings will be self-funded by the participants.
- Any other costs must have prior approval from the College CEO.