



THE BRITISH ASSOCIATION OF SKIN CANCER SPECIALIST NURSES (BASCSN)

Constitution and terms of reference

1. Name

The name of the group is The British Association of Skin Cancer Specialist Nurses (BASCSN)

2. Aims

The aims of the group are to:

- support the continuing professional development of specialist nurses caring for patients with skin cancer
- provide a forum for specialist skin cancer nurses to network and share information and ideas with colleagues
- to promote patient-centred care and service improvement
- participate in and support nationally recognised studies whenever possible
- contribute a specialist cancer nurse voice and perspective to national policy development eg NICE
- contribute a specialist cancer nurse voice and perspective to national organisations and charities as appropriate eg Melanoma Focus, British Dermatology Nursing Group (BDNG), British Association of Plastic Surgeons (BAPS) British Association of Plastic Surgery Nurses (BAPSN) and the British Association for Dermatology (BAD)
- to facilitate the interpretation and implementation of Improving Outcomes Guidance (IOG 2006) and DoH documents/standards including NICE guidance

3. Membership

Membership is open to all Skin Cancer Nurse Specialists within the UK and Republic of Ireland whose role is wholly within skin cancer services/treatment from screening to bereavement.

Membership is currently free.

4. Board officials and meetings

The business of the group will be carried out by a Committee elected at the Annual General Meeting (AGM). The Committee will meet as necessary and not less than once a year.

The Committee will consist of up to ten members, and include four officers. The officers' roles are as follows:

- Chair, who shall chair both AGM and committee meetings and is responsible for the management of the Annual Conference
- Vice Chair, who will deputise for the chair as necessary
- Secretary/administrative officer, who shall be responsible for the taking of minutes and the distribution of all papers (this role can be fulfilled by a nonmember)
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be appointed by the committee and a new person elected at the next AGM.

New members may be co-opted onto the committee between AGMs at the discretion of the committee and subject to election at the next AGM.

Any committee member not attending meetings or contributing to e-mail discussions or teleconferences over a period of six months will be contacted by the committee and asked if they wish to resign. In the absence of a reasonable explanation they may be removed from the committee.

Committee terms are normally for two years (but maybe extended for further two year periods).

5. Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
The quorum for the AGM will be 20 members.

At the AGM:-

- The Committee will present a report of the work of BASCSN over the year.
- The Committee will present the accounts of BASCSN for the previous year.
- The officers and committee for the next year will be elected as required.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

In addition to the AGM there will be a least one face to face meeting and one teleconference meeting.

6. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

7. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Committee. Up to four signatories will be nominated by the Committee (including Chair and Treasurer). The signatories must not be related nor members of the same household.

- Cheque payments may be made by a single signatory to the bank account.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), written or e-mail approval from two signatories is required, to be held by the Treasurer.

Records of income and expenditure will be maintained by the Secretary/admin officer and the Treasurer and a financial statement given at each meeting.

All money raised by the BASCSN is only to be used to further the aims of the group, as specified in this constitution.

8. Equal opportunities

The BASCSN will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

9. Dissolution

The Association can only be closed through an AGM. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

10. Amendments to constitution

Amendments to the constitution may be made at the discretion of the Committee. The constitution will be reviewed annually at the AGM.

Agreed on: November 2017

Chairperson: Clair McGarr

Secretary: Tim Dean

Constitution to be reviewed in June 2018.