



The Association of Coloproctology of Great Britain and Ireland

Job Description - Chair, Research & Audit, ACPGBI

Arrange and chair regular meetings of Research & Audit Committee with either face-to-face (minimum one and ideally two per year) meetings or teleconferences (usually 3-4 per annum)

Elected full member of ACPGBI Executive with voting rights

Attend Executive meetings as required by the President (6 – 8 per year)

Attend Council three times per year (minimum expected attendance 2 Council meetings per year)

Advise Executive officers of ACPGBI on policy and strategy with respect to research and audit, as well as matters affecting the profession and its Society

Receive and deal with correspondence relating to Research and Audit matters, decisions on requests for promotion of projects including access to membership

Manage ACPGBI-funded and sponsored databases and registries

Membership of NBOCA Clinical Advisory Group, and liaison with the Clinical Lead of NBOCA

Membership of Inflammatory Bowel Disease Clinical Advisory Group

Work with Chairs of Multidisciplinary Clinical Committee, Education & Training and External Affairs on specific projects as required, e.g. best practice guidelines, educational requirements with respect to research, and publicity

Ex officio Trustee of Bowel Disease Research Foundation (BDRF) with attendance at all Trustees Meetings (4 per annum) preferably in person, or by teleconference if necessary

Administer and review BDRF grant applications including arranging external peer review in keeping with NIHR portfolio status and providing recommendations on funding to BDRF Trustees

Advise applicants to BDRF on suitability of grant applications and ensure application of grant regulations

Advising BDRF on research policy, and communicating strategic advances from within ACPGBI

Membership of Programme Committee for Annual Meetings and direct responsibility for arranging two research sessions at each meeting (usually one plenary and one parallel).

Other roles as arising and required by the President, Honorary Secretary & Executive of ACPGBI

Please note that as of July 2016, the Chair of R&A will no longer be responsible for Consultant Outcome Publication on behalf of ACPGBI as the role will pass to the Assistant Honorary Secretary of ACPGBI.