



British Fertility Society

## **British Fertility Society Training Subcommittee Terms of Reference**

### **Membership of the Training Committee**

The training committee has been established as a full subcommittee of the British Fertility Society (BFS). The subcommittee will report directly to the BFS Executive Committee to which it will forward its minutes. The members of the BFS Executive committee will appoint members of the subcommittee.

The committee should take into consideration all disciplines within the Society and those not represented on the committee will be approached for advice when required.

Full members will normally serve for terms of three years with not more than two terms served consecutively. The BFS Executive committee will confirm appointment and re-appointment.

### **Terms of Reference**

- The subcommittee is responsible for running the BFS training courses
- The subcommittee is responsible for collating the applications from Centres to register as training centres with the RCOG or BFS
- The subcommittee is responsible for working with the RCOG special skills training committee
- The subcommittee is responsible for working with the RCN and FNG
- The subcommittee is responsible for organising assessment of trainees
- The subcommittee shall submit a report to the Executive committee of all activities.
- The subcommittee will liaise with the Treasurer of the BFS regarding proposed activity

### **Meetings**

The sub committee shall meet four times a year at approximately 3 monthly intervals with support from the BFS secretariat. The meetings will be minuted, once the minutes are approved by the subcommittee they will be submitted to the officers of the Executive committee.