



THE BRITISH THORACIC SOCIETY

CHAIR, EDUCATION AND TRAINING COMMITTEE 2025 – 2028

Mrs Alison Armstrong will come to the end of her period of office as Chair of the BTS Education and Training Committee in November 2025. The Society invites members to apply for this important role. The successful applicant will take over from Mrs Armstrong at the Annual General Meeting in November 2025 and serve for three years until November 2028.

Scope and Requirements of the Post

The BTS Education and Training Committee has responsible for the development and oversight of two key areas of the Society's work:

- The BTS Summer Meeting
- The BTS short course programme

The Chair of this important committee is responsible for guiding, encouraging and promoting the development of these vital activities through the work of a multi-disciplinary Committee - a popular group which attracts applications from across the BTS membership each year.

The Chair is responsible for the direction, conduct, moving forward and completion of Committee business, both during Committee meetings and between the meetings. In this task s/he is supported by the Society's staff (who provide a full secretariat service) and other members.

The Chair of the Committee also serves as a Trustee of the Society during the time s/he is in post. S/he is therefore the main link between the development and execution of the Society's strategic objectives (as summarised in the Strategic Plan) and the detailed work of the Committee.

Together with other Committee members, the Chair oversees the preparation of an explicit strategy for the Committee and an accompanying workplan to ensure its work supports overall BTS strategy. The Chair will report to the BTS Board of Trustees annually.

The Chair will approve the Committee agenda and draft minutes, which are prepared by BTS staff. S/he will also prepare and/or commission papers from others and will chair the formal meetings of the Committee and any ad-hoc meetings.

While BTS staff can draft follow up correspondence and deal with queries arising from the work of the Committee on an operational level from day to day, it is anticipated that the Chair will provide advice on content and professional issues involved and, in particular, deal with peers and external organisations in relation to all areas where clinical leadership is required.

Before a Chair is appointed, s/he will be asked to submit an updated Declaration of Interest form, if this is not already available. This will be submitted to the Chair of the Board (the Trustees) and Honorary Secretary for approval before the appointment is confirmed.

The Chair has an important role in ensuring that Declaration of Interest forms from all Committee members are scrutinised and any issue of concern discussed with the individual concerned and/or the Honorary Secretary. S/he must also ensure that at the beginning of each meeting members are asked to declare any additional recently acquired interests and is expected to exercise judgement in the conduct of Committee business in the event of any potential conflicts of interest.

Succession planning for the Chair of the Committee will take place as follows. In the spring of the year when the Chair's 3-year term in office is due to end, the Society will advertise that a vacancy for the Chair of that Committee will be coming up. Further details on the recruitment process are set out in the Committee constitution.

The Chair also represents the Society at the following meetings held by external organisations:

- Specialist Advisory Committee for respiratory medicine (one of the BTS representatives on this Committee which is hosted by the Joint Royal Colleges of Physicians Training Board (JRCPTB)).
- Other ad hoc meetings as needed.

The Constitution for the Committee is available here <https://www.brit-thoracic.org.uk/about-us/committees-and-advisory-groups/education-and-training-committee/> .

Time commitment

The Society's Board meets 4-5 times a year. The Education and Training Committee holds 3 meetings per year. As noted above, the Chair is also expected to attend 3 meetings of the Respiratory SAC each year, plus a number of ad hoc meetings as may be required for specific projects.

The work involved in undertaking this role is in the region of 2-3 hours per week, although this varies depending on the time of year and if there are any special pieces of work following Board or Committee meetings.

Any member who wishes to know more should contact Sally Welham by email (via sally.welham@brit-thoracic.org.uk.)

How to apply

Members wishing to be considered for the post should apply in writing by email to sally.welham@brit-thoracic.org.uk no later than **Monday 28 April 2025**. It is recommended that any member considering applying for this post discusses it with their Trust/employer to gain approval prior to application.

Revised by Chief Executive March 2025

Next review: March 2028