

**BES Research Committee Terms of Reference**

**1 PURPOSE**

The purpose of the Research Committee is to work in collaboration with the President, Council

and Administrator of the BES to:

1.1 Develop and maintain close contact with academic and clinical staff within the Dental Schools of the UK and individual members to disseminate calls for the grant for research workers, support for members presenting research findings at overseas conferences and other commissioned calls as determined by BES council.

1.2 Oversee the award of the grant for research work and other commissioned calls.

1.3 Oversee the management of the support for members presenting at overseas conferences.

1.4 Oversee the judging and award of the poster prize.

1.5 Review the annual research budget with council at the November council meeting for subsequent year.

**2 REPORTING AND ASSURANCE ARRANGEMENTS**

The Research Committee shall:

2.1 Work effectively with the President, Council and Administrator of the BES.

2.2 Report to council at each council meeting to provide an update on activity with specific attention to any significant matters under consideration by the Committee.

2.3 Outline any potential conflicts of interest and how they were managed.

2.4 Keep a record of grants awarded and monitor their status.

**3 MEMBERSHIP**

The Research Committee will consist of 5 members:

3.1 A chair, which is normally the Honorary Secretary unless the Honorary Secretary wishes not contribute to this activity during their office. Under such circumstances a chair will be appointed through council.

3.2 A deputy chair (appointed by the chair and approved by council), who will act on behalf of the chair if the chair has a potential conflict of interest when carrying out the work of the committee.

3.3 Individual members (x3) from council appointed by the chair.

3.4 The committee should be a mix of academic members and those who predominantly work in practice members from council. The committee should not contain more than 3 academic members and should not be from the same institution.

3.5 By invitation: the chair or deputy chair may invite a academic BES member to provide expert advice or to judge research applications when the specific expertise does not exists within the committee or to overcome potential conflicts of interest when judging applications.

3.6 Members shall hold office for 3 years with start and finish dates that are aligned to the office held by the Honorary secretary. The chair or another committee member will remain on the committee one year past their term to ensure a smooth transition to a newly formed committee and provide organisational memory.

**4 MANAGERIAL AND ADMINISTRATIVE SUPPORT**

4.1 The Chief Operations Officer will provide managerial and administrative support and work closely with the chair and deputy chair to fulfil the functions of the committee.

**5 COMMITTEE MEETINGS**

5.1 Quorum at formal meetings to consist of at least 3 members, including the chair or deputy

5.2 It is expected that all major decisions are approved by unanimous agreement, that is, all members are in favour.

5.3 Meetings shall be held as the chair of the committee deems necessary and be in line with the awarding of grants and prizes.

**6 REVIEW**

6.1 The Committee is directly accountable to BES council and these Terms of Reference and Operating Arrangements shall be reviewed annually by the council.