

Standard format for a Steering Committee/Group, based on that detailed in MRC Guidelines for Good Clinical Practice in clinical trials 1998

Adapted Terms of Reference– BINOCAR Management Committee

- 1) Terms of Reference
 - a. To approve the main aims and objectives of BINOCAR and any later changes necessitated by considerations of feasibility and practicability;
 - b. To define and approve membership categories and the financial commitment required to become / remain a member of BINOCAR.
 - c. To approve minimum standards that all BINOCAR registers should meet.
 - d. To approve a framework of good practice that member registers should aim to achieve.
 - e. To consider the recommendations of the Ethics Committee.

- 2) Membership of the Management Committee to be made up of
 - a. Chair
 - i. should be reviewed every three years;
 - ii. should serve no more than two consecutive terms;
 - b. Minimum of 4 other members
 - c. Representative from the register hosting the next BINOCAR meeting
 - d. At least one lay/consumer representative
 - e. Other members of BINOCAR should attend as appropriate;
 - f. Members failing to attend two consecutive meetings may be asked to stand down;
 - g. Members with particular difficulty in attending meetings e.g. through disability, child-care, may be asked to contribute to the group by email/telephone with the agreement of other members;
 - h. Members should aim to serve on the committee for three years.

- 3) Meetings of the management committee
 - a. Should be held 2 times a year with extra meetings if required ;
 - b. Papers for meetings should be circulated in advance;
 - c. Meetings should be held face-to-face but in exceptional circumstances telephone conferencing can be considered an acceptable alternative;
 - d. Where less than 75 per cent of independent members are able to attend, the meeting should be declared inquorate and a new meeting date arranged;
 - e. An accurate record of the meeting should be prepared and agreed by all members of the committee.