

Diabetes Technology Network (DTN - UK)

Terms of Reference for Committee Members

The DTN is an organisation designed to support UK health care professionals who are involved in the delivery of technologies designed to improve the lives of people living with diabetes. The DTN Committee is responsible for leading, developing and implementing the activities of the DTN and provides leadership and professional guidance. It aims to inspire, motivate, and provide the appropriate direction to the membership and external groups to achieve its aims and objectives which are as follows:

Collaborate

- via website and e-newsletter communication
- working together to develop best practice documents and protocols.

Evolve

- promoting access to technology for people living with diabetes
- provision of continuing professional development

Support

- education via the annual DTN-UK meeting and online resources
- promotion of the annual UK Insulin Pump Audit

The DTN committee is accountable to the ABCD (Diabetes Care Trust) Ltd.

Composition of the DTN Committee

The committee shall consist of not more than 12 elected members. Other members and/or individuals may be co-opted to the committee to provide expertise on specific programmes/ activities for the organisation. The ABCD operations team supports the DTN committee and chair with management of committee meetings.

Recruitment of Committee Members

The length of office for a committee member is three years. Committee members may serve a second term if there are no objections from the wider committee. Serving beyond two terms may occur in exceptional circumstances.

When a vacancy occurs on the committee, either by resignation or completion of a term of office, applications for membership will be requested from the DTN membership by the chair. To be eligible apply for a committee position the applicant must be a voting member of DTN and be aware of and willing to accept responsibilities of the office and to work within the guidelines. The elected members shall be the only members of the DTN committee with voting rights.

The list of nominees will be circulated to the chair and/or vice chair of the DTN Committee who will approve the final list and will be distributed to the DTN membership for election.

If the number of nominees corresponds to the number and nature of the committee vacancies, then those nominees will be elected automatically to the committee without recourse to a vote. If the number of nominees exceeds the number of places available, members will be invited to vote for as many candidates as they wish up to a maximum corresponding to the number of available vacancies. No voting preference will be required. Votes not received by the closing date, will be invalid. The appropriate number of nominees with the highest votes cast will be elected to the available places on the committee.

Co-opted Committee Members:

The committee shall have the power to co-opt additional members as it sees fit to give support and advice on a specific area of activity for the duration of their role. Examples of co-opted members include regional representatives, people with diabetes and representatives from other organisations. A committee member may be co-opted to provide advice and information on collaborative programmes with other societies. The appointment of co-opted members ceases as soon as activity is completed or their role in the activity concludes.

Committee Responsibilities and Expectations

The committee, supported by the chair and vice chair, shall be responsible for:

- Formulating the strategic direction of DTN and its short, medium, and long-term business plans.
- Securing the funding and other resources required to deliver the agreed strategic direction and business plans.
- Communicating the DTN's vision and plans to the membership and external stakeholders.
- Implementing the approved annual business plan, reporting progress and any deviations to ABCD.
- Contributing on behalf of the DTN membership to the aims/scope, editorial policies/strategies, and annual business plan.

All committee members are expected to:

- Adhere to the ABCD Code of Conduct, Conflict of Interest and Equality and Diversity policies.
- Attend at least three out of every four committee meetings and make a significant contribution to these meetings.
- Behave as a local champion to promote activity and membership of the DTN.

Chair

To be eligible to stand for election as Chair, a nominee should be a member of the Committee and have had carried out at least a term as Vice Chair (3 years) in advance of the end of the sitting Chair's term of office. A chair shall be appointed from within the DTN committee.

The Chair's term of office shall be up to three years from the date of their appointment. The Chair shall be an ex-officio member once their elected term is complete for a maximum period of three years. The Chair may serve a maximum of two consecutive terms of office.

The responsibilities of the Chair shall be specified in a role description approved by the committee.

Vice Chair

The role of the vice chair is to support the chair in their day-to-day activities.

The Vice Chair shall be appointed by the Committee. When a Vice Chair vacancy occurs on the committee, either by resignation or completion of a term of office, expressions of interest are sought from the committee. If only one expression of interest is received and provided, there is no objection from the committee, the vice chair will be elected automatically to the committee without recourse to a vote. Should more than one expression of interest be received, then vote will be taken whereby each elected Committee Member (excluding the nominees) shall have one vote each and

the nominee with the most votes received is elected. In the event of a tied vote the current Chair will have the casting vote.

The Vice Chair's term of office shall usually be up to three years from the date of appointment. There is no limit to the number of terms the Vice Chair can serve provided they remain an elected member of the Committee.

It is expected that the vice chair is the successor to the chair and will take over as chair upon the completion of the term of office of the chair. If the vice chair does not wish to take on the role either during the term of office of vice chair or at the completion of the term of office, they must advise the chair as soon as possible. If the vice chair declines to take up the post of chair, then the position will be offered to the vice chair elect.

If there is more than one vice chair serving on the committee at the same time, and each vice chair expresses an interest in the chair position, then a vote will be taken whereby each elected Committee Member (excluding the nominees) shall have one vote each and the nominee with the highest votes cast will be elected. In the event of a tied vote the current Chair will have the casting vote.

Removal of Committee Members

Any member of the committee shall cease to hold office if they:

- Ceases to be a member of DTN.
- Becomes incapable by reason of mental disorder, alcohol, illness, or injury of managing and administering their own affairs.
- Resigns their office by notice to the DTN Chair, or in the case of the Chair by notice to the Chair of ABCD (Diabetes Care Trust) Ltd.
- Fails attend at least three out of every four committee meetings without the permission of the committee and the committee resolve that their office be vacated.
- Fails to make a significant contribution to the organisation.
- Fails to have an active engagement with the chair, vice chair and other stakeholders.
- Receive a vote of no confidence or are deemed to have brought DTN into disrepute and are asked by the Chair to resign. The member concerned may appeal to the Chair of ABCD (Diabetes Care Trust) Ltd.

If any member of the committee is removed from office, they will be unable re apply for a committee position or have their position extended.

Committee Proceedings

The committee shall meet regularly, at least three times a year either held in person or by suitable electronic means.

Decisions made by the committee shall be by simple majority verdict unless otherwise agreed. All elected committee members shall have equal voting rights. In the event of there being a tied vote, then the Chair will have an additional casting vote. Co-opted members do not have voting rights at committee meetings.

All committee meetings are to be minuted with the minutes to be presented at the committee meeting, and ratified by the committee as agreed, and then signed off by the Chair. Minutes are

approved by the Chair and are to be circulated to committee members within two weeks of a committee meeting. Any changes to the minutes are to be communicated to the committee members within two weeks of the minutes being ratified.

Conflicts of interest will be declared by DTN committee members each year in line with the ABCD conflict of interest policy.

Committee Expenses

All reasonable standard class travel costs incurred by the individual will be reimbursed for committee members attending meetings and sub-committee meetings. Expenses will be paid upon presentation of a completed ABCD expenses claim form. Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at standard class upon presentation of a valid receipt.

Date Approved by DTN Committee

Date of next review: (3 years)

DRAFT