



## 1 Aims

To provide a more transparent description of the work that is involved in running the group and its events, a number of committees will be set up to cover the current activities of the group. This will benefit members, those working for the group and interested parties.

In line with the revised constitution, the trustees of the group may delegate any of their functions to committees. This process has been happening informally throughout the group's history. This document sets out:

- The initial list of committees
- A high level objective for each committee

A requirement of the revised constitution is that there must be at least one trustee on each committee.

## 2 Committee Structure

Each committee will nominate from within the committee a chair person to act as the main point of contact for committee members and to the groups trustees. Each committee does not need to have a formal structure beyond appointing a chair, provided that it is clear who is responsible for each of the agreed activities.

There is no expectation that committees need to meet unless such a meeting is deemed to be useful. Committee business may be conducted by whatever means are most appropriate, which may be by e-mail, telephone or through any other relevant communication channels. Should a committee need to discuss members personal data they must ensure they follow the groups data protection policy.

If beneficial to the committee the trustee can also be the chair of the committee. There are no requirements on minimum and maximum periods that anyone can serve as a committee member.

The chair of the committee will check that committee members are happy to remain being on the committee for another year at around the time of the Groups AGM. The trustees will confirm with the chair that they are happy to remain being chair of the committee at the same time.

## 3 Committee Membership

The committee must consist of at least two people, one trustee and at least one other person. There are no requirements on who cannot be a member of a committee. Anyone wishing to volunteer to help on a committee may do so, although it is expected that if they are not a member of the group they would have a personal connection with a member of the group or a personal interest in HSP or the committee's activities.

Anyone may put themselves forward for joining a committee either directly to the committee's chair or through the group's trustees. If the committee is not sure about accepting a nomination they may discuss it with the trustees.

## 4 Committees

On the following pages is a list of committees covering most of the group's activities. Any activity not described is the direct responsibility of the Trustees, including; the groups finances, applications for grants from members, organising the groups AGM, maintaining the groups memberships/registrations, and ensuring that the group has sufficient robust policies and procedures to allow it to operate.

Trustees may create new committees or alter the role of existing committees to reflect emerging practice.

### 4.1 Membership Committee

This committee manages the membership of the group. They are responsible for:

- Welcoming new members to the group
- Ensuring that members details are kept up to date in the membership database
- Keeping track of membership renewals
- Act as a key point of contact for members wishing to find information about the group
- Allow members to be put in touch with other members with consent from all parties

This committee would include the group's Membership Secretary, and would communicate regularly with the Treasurer. This committee would hold the membership database.

### 4.2 Meetings Committee

This committee coordinates local/regional meetings of group members across the country. They are responsible for:

- Ensuring that meeting co-ordinators have sufficient information/support to organise meetings
- Make sure that planned meetings are advertised to members
- Make sure that a short report of the meeting is written for inclusion in Newslink and put on the website.
- Share topics that members found interesting with other meeting organisers so that important topics can be covered at multiple meetings
- Regularly review the locations of members across the country and identify areas where it may be beneficial to hold more meetings

It is expected that all people who currently organise meetings would be on this committee. There would be regular communication with the Membership Committee to allow e-mails to members to

be sent about upcoming meetings. There would be regular liaison with the Treasurer about any expenses incurred by the meeting and/or any funds raised by the meetings.

#### **4.3 Research Committee**

This committee keeps the group up to date on research being undertaken on HSP. They are responsible for:

- Reviewing applications for research grants received by the group and making a recommendation to the trustees on whether the grant should be made.
- Maintaining an awareness of current research into HSP, preparing regular news updates to be included in Newslink and put on the website. The awareness would principally focus on research undertaken in the UK but would consider important research from other countries.
- Liaising with the applicants of successful research grants in order to be able to report back to members on the progress of the projects that we have supported.
- Identifying potential projects that researchers may consider studying.
- Recommending relevant meetings/conferences where the group should have attendance.

It is expected that the committee would liaise with any applicants to determine any further information requirements to make a recommendation. Recommendations on grant applications need to follow the groups agreed approach for supporting research – i.e. forming a view on the merit of the application.

The group's trustees will look at the recommendation of the research committee in parallel with consideration of the availability of funds and make a final decision on the application.

#### **4.4 Helpline Committee**

This committee runs the groups telephone helpline. They are responsible for:

- Ensuring that the helpline remains a valuable resource
- Ensuring that helpline operators have sufficient information/support to receive calls
- Identify any emerging trends in types of call to ensure that there is further information on these topics on the group's website

It is expected that there would be close liaison with the Treasurer around any expenses incurred in operating the helpline.

#### **4.5 Newsletter Committee**

This committee prepares the groups Newslink newsletter. They are responsible for:

- Sourcing articles and contributions for inclusion.
- Liaison with other relevant committees for information/updates on group activities.
- Compiling and editing the newsletter

- Publishing and Printing the newsletter
- Distribution of the newsletter

It is expected that there would be close liaison with the Treasurer around any expenses incurred in the production of the newsletter, and liaison with the Membership Committee to distribute the newsletter according to members' preferences and to their current addresses.

#### **4.6 Website Committee**

This committee maintains the group's website. They are responsible for:

- Ensuring that the website remains active and available to members and interested readers
- Liaising with other committees for information/updates on group activities etc. and developing new content as appropriate.
- Maintaining the currency of the website by regularly ensuring that it can be accessed using the most common devices, operating systems and browsers

It is expected that the main activities of the committee is to keep the content of the site up to date, and that any site re-design would be agreed by the trustees. It is expected that there would be close liaison with the Treasurer around any expenses incurred in the operation of the website.

#### **4.7 Fundraising Committee**

This committee coordinates fundraising for the group. They are responsible for:

- Providing any members wishing to raise money for the group with relevant support
- Promoting the groups fundraising activities
- Making recommendations on new ways that the group may wish to raise funds
- Any costs incurred during fundraising must be agreed with the trustees in advance.
- Liaison with other committees as appropriate to identify key issues the group is supporting

As this is a relatively new area for the group, it is expected that the roles/responsibilities of the committee may change as it develops. The trustees would need to agree fundraising costs in advance. The trustees would also consider recommendations for new ways for the group to raise funds, to ensure they are in line with the group's charitable objectives. It is expected that there would be close liaison with the Treasurer around any funds raised and around any costs incurred in fund raising.

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