

# **British Association for the Study of Community Dentistry (BASCD)**

## **Consultants and Specialists in Dental Public Health Group**

### **Constitution**

#### **1. Purpose of the Group**

The Consultants and Specialists in Dental Public Health Group of the British Association for the Study of Community Dentistry (BASCD), "The Group", is a group within BASCD accountable to its broader membership through the Council of BASCD. The Group shall report to BASCD council on its activities. BASCD draws its membership from a range of people with an interest in Community Dentistry in its widest sense. Consultants and Specialists in Dental Public Health are part of this membership but in addition look to BASCD as their representative professional association for the speciality. The purpose of the Group is to provide a forum for discussion of topics and issues relating to the working lives of Consultants and Specialists in Dental Public Health and advise the broader membership of BASCD, through its council, on matters in relation to Dental Public Health and its practice. It will also arrange educational/training sessions specifically aimed at BASCD members with an interest in Dental Public Health

#### **2. Terms of Reference of the Group**

All activities of the Group must relate to its Terms of Reference. It is the responsibility of the Council of BASCD to agree and review the terms of reference of the Group on a regular basis. The Group itself may develop and agree proposals for changes to its terms of reference from time to time and take these forward to BASCD council for discussion and agreement. Changes to terms of reference of the Group do not require amendment of its constitution

#### **3. Membership of the Consultants and Specialists in Dental Public Health Group**

##### **3.1 Full membership**

Full membership is open to members of BASCD who:

- are registered as Specialists in Dental Public Health with the General Dental Council

##### **3.2 Associate membership**

Associate membership is open to members of BASCD who:

- are currently undertaking Specialty Training in Dental Public Health or in the six months following the completion of training

##### **3.3 Voting rights**

Whilst the opinions and views of all members will be sought, only full members will have voting rights.

#### **4. Meetings of the Group**

There will be at least two meetings of the Consultants and Specialists in Dental Public Health Group each year. The meeting format will generally be in two parts, a business meeting and an educational/training session. The business meeting will only be open to full and associate members and will only be quorate if one of the Executive Officers is present. The educational/training sessions will be open to any BASCD member.

#### **5. Management of the Consultants and Specialists Group**

The group will be supported and managed by an Executive Committee made up of Officers and Ordinary Members who will meet physically or virtually at least twice a year. It will be accountable to BASCD Council who will discharge the responsibility through officers of the executive committee. The Chair of the executive committee will attend BASCD Council as a full member of the Council.

The role of this Executive Committee will be to:

- effectively manage the business of the group
- agree the agenda for the full meeting of the group
- action its decisions
- carry on any urgent business of the group between full meetings
- identify those newly eligible for membership of the Group

##### **5.1 Officers of the Executive**

The officers of the Executive Committee will comprise the Chairperson and Secretary who must be a full member of the group at appointment. The tenure of the office shall be four years. No individual will serve for more than one full term of four years in each office but shall be eligible to serve in either office. If the Chairperson or Secretary is unable to complete their term of office an early election will be held for the remainder of the term. The successful candidate will be allowed to stand for re-election to that post for a further full four-year term when the next election is due.

All full members of the Group will be eligible to stand for either of the offices

It will be the responsibility of the outgoing secretary to put out a call for nominations three months in advance of the end of their term, or at the earliest opportunity after they give notice of their intention to stand down. All full members of the group will be eligible to seek, or propose others, for nomination as secretary. All nominations must be proposed and seconded by other full members of the group. Should more than one member be proposed for the office of Secretary then a secret ballot of the whole full membership of the group will be held to determine the outcome of the election.

It will be the responsibility of the Secretary to put out a call for nominations three months in advance of the end of the term of the Chairperson, or at the earliest opportunity after they give notice of their intention to stand down. All full members should be given the opportunity to seek, or propose others for

nomination the Chairperson. All nominations must be proposed and seconded by other full members of the group. Should more than one member be proposed for the office of Chairperson then a secret ballot of the whole full membership of the group will be held to determine the outcome of the election. Such a ballot will be organised by the Secretary or another person acting on their behalf.

The officers will be responsible for calling and setting the agenda of the executive meetings.

## **5.2 Ordinary Executive Members**

In addition to the Chairperson a further 8 Ordinary Executive Members will form the Executive Committee. One Ordinary Executive Member will be elected to represent -the members of The Group in each of the RCS Quality Improvement Groups (QIGs) which exist in each region of England on 1<sup>st</sup> January 2022.

All full members of The Group within the Regional boundary should be given the opportunity to seek, or propose others for, nomination as their Regional representative. All nominations must be proposed and seconded by other full members of The Group with consultant-level working responsibilities within the Regional boundary. Only full members of the Group working within each Region will be entitled to vote for their own Regional representative, with the exception of those full members holding substantive academic appointments in the field of Dental public health.

One Ordinary Executive Member will be elected to represent the members of the Group in each of the Countries of Scotland, Wales and Northern Ireland. All full members of The Group with consultant-level working responsibilities within the boundary of each Country should be given the opportunity to seek, or propose others for, nomination as their representative. All nominations must be proposed and seconded by other full members of The Group with consultant-level working responsibilities within each Country's boundary. Only full members of the Group working within each Country will be entitled to vote for their own Country's representative with the exception of those full members holding substantive academic appointments in the field of dental public health

One Ordinary Executive Member will be elected to represent Members of the Group carrying out the practice of Academic Dental Public Health.

All full members of The Group in the UK with substantive university appointments in the field of dental public health should be given the opportunity to seek, or propose others for, nomination as their representative. All nominations must be proposed and seconded by other full members of the Group with substantive academic appointments in the field of dental public health.

All full members of the group will be entitled to vote for the Academic Representative.

The Ordinary Executive Members will be elected for a period of office of four years. It will be the responsibility of the Secretary to put out a call for nominations three months in advance of the end of the term of the Ordinary Executive Member(s) or at the earliest opportunity after they give notice of their intention to stand down. Should more than one member be proposed for the Ordinary Executive Member posts then a secret ballot of the relevant section of the full membership of the group will be held to determine the outcome of the election. Such a ballot will be organised by the Secretary or another person acting on their behalf.

Ordinary Executive Members will be eligible for re-election to a second term as representative of the same constituency, or further terms if representing another constituency.

The Chair of the Group may request a representative from those undertaking specialty training in Dental Public Health to attend the Executive meetings

## **6. Funding**

The group will be self-financing and remain in financial balance. It shall not incur costs to BASCD without prior consent of BASCD Council, to which it is financially accountable.

## **7. Amendments to the Constitution**

The constitution can be amended either by majority vote of full members at business meetings of the Group, or, through an electronic voting process. Prior written notice of the proposed amendments will be given to all members at least six weeks before the business meeting or electronic vote.

## **8. Directory of members**

The Secretary of the Group shall hold a shareable directory of Group members to facilitate communications between the group and workforce planning. This will include title, name, country, employing organisation and professional email address. Any member who does not wish to be listed in this directory or wishes to update their contact email address should contact the Secretary of the Group.

## **Terms of Reference**

- Advise BASCD Council and the wider membership on Dental Public Health issues
- Monitor political and social changes likely to impact on Dental Public Health and assess their relevance
- To discuss issues relevant to the practice of Consultants and Specialists in Dental Public Health
- Discuss and address employment issues
- Disseminate information on the working of the Group to Group members
- Be a forum for education/CPD in Dental Public Health

- Be a source of advice to other groups outside BASCD
- To represent the specialty on behalf of BASCD to the Royal Colleges, Deaneries, Departments of Government and other relevant organisations and institutions
- Provide Dental Public Health advice and input to the NHS Dental Epidemiology Programme
- To manage the process and submit on behalf of BASCD, a National Nominating Body, a ranked shortlist of Consultants applying for National awards to the ACCEA, SACDA and DHSSPS(NI) processes.