



THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS

ROLE DESCRIPTION – Vice President Education & Deputy Vice President Education (January 2025)

In addition to the general responsibilities of the Trustees (see below) the Vice President Education and Deputy Vice President Education have additional roles:

Vice President Education

The Vice President Education shall hold office for two years from the time of the Annual General Meeting.

Main responsibilities (with reference to the Mission Statement of BAUS in respect of the provision of education, research and clinical excellence):

1. Education

To be the Trustee lead for BAUS activities in respect of education to ensure they are appropriate and relevant and offer a quality offering for members and other attendees at BAUS meetings and events (F2F and virtual). This includes:

- To report to the Board of Trustees and to Council.
- To chair meetings of the Education Steering Group (ESG). Terms of Reference at [Annex A](#)
- To have oversight of the Education Leads and delivery of their programmes of work.

2. Annual Scientific Meeting (ASM)

- To co-ordinate the development and delivery (on time & to budget) of the Annual Scientific Meeting.
- To chair meetings of the Programme Committee
- To chair meetings of the Abstracts Committee and review abstracts prior to discussion by the Abstracts Committee (with the Deputy VP Education).
- To chair meetings with sponsors and exhibitors.
- To exercise editorial control over the content of the ASM and Teaching / Skills Courses delivered as part of the meeting.
- To present regular updates on the ASM to the Board of Trustees and Council.
- To optimise use of the BAUS web app in educational communications.

Key working relationships: Deputy VP Education, BAUS Sections, Education Leads, BAUS Events Manager & Events Team, BAUS Programme Manager, BAUS Communications Manager.

Committee memberships: Board of Trustees; ex officio on BAUS Council, Education Steering Group, Abstracts Committee, Programme Committee (VP Education to Chair) and Medals & Awards Committee. [Annex B](#) shows details of meetings (booked so far) for 2025.

Deputy VP Education

The Deputy VP Education shall hold office for two years after which they shall proceed to VP Education at the Annual General Meeting without a vote being necessary for this conversion.

- The Deputy VP Education will support the VP Education in fulfilling their responsibilities (set out above) and will deputise for the VP Education as required. The Deputy VP Education is the deputy chair of the BAUS Education Steering Group.
- The Deputy VP Education is responsible for the content, delivery programme of Teaching / Skills Courses run as part of the ASM.
- The Deputy VP Education will review abstracts submitted for the meeting with the VP Education prior to the Abstracts Committee.

Key working relationships: VP Education, BAUS Sections, BAUS Education Leads, BAUS Events Manager & Events Team, Programme Manager, Communications Manager.

Committee memberships: Board of Trustees; ex officio on BAUS Council, Education Steering Group, Abstracts Committee and Programme Committee (VP Education to Chair).

GENERAL RESPONSIBILITIES FOR BAUS TRUSTEES

Overall Purpose

The board of trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

Main Responsibilities

- To ensure that BAUS, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.



- To manage and use the resources of the charity so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects and provide public benefit.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects which are to promote the highest standard in the practice of Urology for the benefit of patients by fostering education, research and clinical excellence.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.

Please note: Candidates should ensure they consider the time commitment required for these roles. Details of meeting dates arranged so far for 2025 are shown at [Annex B](#) are an indication of time commitments.



BAUS EDUCATION STEERING GROUP (ESG)

TERMS OF REFERENCE

Role

The role of the Education Steering Group is to provide leadership and strategic oversight across all educational activity undertaken by BAUS to ensure its appropriateness, relevance and quality, and to avoid duplication.

The Education Steering Group drives, supports and encourages the delivery of a comprehensive and quality educational and continuing professional development programme in urology for all levels of clinicians in urology, medical students wishing to develop a career in urology and allied healthcare professionals involved in the treatment of urological patients, in line with the aims of the BAUS Strategic Plan 2023-26 - [BAUS 2023 - 2026 Strategic Plan.pdf](#).

This encompasses:

- evaluation of BAUS educational activity and the commissioning and development of all BAUS events, courses and resources in accordance with identified need and resource
- evaluation of opportunities for collaboration and partnering with other education providers and the development of key strategic partnerships and joint working arrangements
- supporting the development and access to educational material via the BAUS website, and the BAUS web-based app
- signposting of appropriate and relevant educational material accessible through other education providers
- facilitating effective communication, support and reporting mechanisms with the BAUS Specialist Sections, BAUS Education Leads and BAUS Course Leads
- supporting the development of a web-based mechanism for awarding of CPD points for educational activities, including QA
- ensuring two-way communication with other external bodies involved in educational standards and provision of training and education

Relationships

The Education Steering Group is the conduit for effective communication and collaboration, primarily with the BAUS Specialist Sections, BAUS Education Leads, BAUS Programme and Abstract Committees, the SAC in Urology / Intercollegiate Board in Urology, and with other national and international groups involved in the provision of urological education as appropriate.

Responsibilities / Core Functions (Years 1 - 4)

- To direct the development of appropriate mechanisms for evaluation and quality assurance of educational outputs and impact including delegate/user feedback, feedback to faculty and quantitative data
- To develop a framework for assessing and prioritizing proposals for new educational activities
- To develop a work programme for the cataloguing of BAUS education resources, curation and re-packaging of existing material as digital content and evaluation of usage

- To develop a work programme for the creation and maintenance of an educational atlas to signpost educational resources relevant to BAUS members but produced by other education providers
- To identify gaps in education provision or new opportunities and to assess the appropriateness and feasibility of these being addressed by BAUS, either as a direct provider or in collaboration with other stakeholders through key strategic partnerships
- To ensure effective two-way communication, support and reporting mechanisms with the BAUS Specialist Sections, the Education Leads for Specialty Trainees, Foundation & Core Trainees and Medical Students and BAUS Course Leads for the FRCS (Urol) Revision Course, Core Urology Course and Karl Storz Skills Courses
- To monitor and review the current process for approval of applications for BAUS CPD points for events, courses and webinars
- To support the development of targeted stakeholder engagement and communications plan for the promotion of BAUS education activities
- To provide regular reports to BAUS Council

Review and Reporting Arrangements

The Education Steering Group will review its outputs against the Core Functions set out in 'Responsibilities / Core Functions (Years 1 -4)' to measure progress and feed back on any potential adjustments that may need to be considered in an evolving educational landscape. The Education Steering Group will report to BAUS Trustees and BAUS Council. The Chair and Vice Chair will attend all Trustees meetings. BAUS Council will receive an annual report from the Education Steering Group.

Duties of the Chair

- Ensure effective communication to and between the ESG and BAUS Trustees and Council
- Ensure the development of an operational plan for education in line with the BAUS Strategic Plan 2023-26
- Ensure appropriate progress on action points from meetings
- Arrange representation on any committees or working groups as required

Frequency of Meetings

Meetings will be held 3-4 times in the first year.

Appointment of Chair and Duration of Tenure

The ESG Chair will be a BAUS Trustee (currently the Honorary Secretary). The Vice Chair will be a BAUS Trustee (currently Honorary Secretary Elect). The term of office for the ESG Chair and Vice Chair is in line with the terms of office for their elected roles.

Membership

Chair (currently the Honorary Secretary)

Vice Chair (currently the Honorary Secretary Elect)

The Secretaries of the BAUS Specialist Sections (ex-officio):

- Section of Andrology & Genito-urethral Surgery
- Section of Endourology
- Section of Female, Neurological and Urodynamic Surgery
- Section of Oncology
- Section of SAS and Trust Urologists
- Section of Trainees
- A general urologist

- An educationalist with a urology background

Additional members can be co-opted as required. The length of tenure for members of the Education Steering Group is two years in the first instance.

Budget

The overall budget for educational activity is set and administered by BAUS Trustees. Plans to develop new areas of activity will be discussed and agreed by BAUS Trustees in the context of the overall budget for the organisation.

Terms of Reference Review Dates

The Terms of Reference will be reviewed after two years by BAUS Trustees in conjunction with the Education Steering Group Chair.

The initial priorities for the ESG will be decided by BAUS Trustees and Council in line with the BAUS Strategic Plan - [BAUS 2023 - 2026 Strategic Plan.pdf](#)

February 2024

BAUS Trustee meetings arranged for 2025 and 2026 (as at 5 February 2025)

Mon 27 Jan 2025	Trustees	11:00 - 16:00 face to face BAUS HQ (Philip Leverhulme Room)
Tues 28 Jan 2025	Trustees	BAUS 80th Celebration Lunch - 13:00 at The Petersham, London
Fri 16 May 2025	Trustees	11:00 to 16:00 face to face BAUS HQ (Philip Leverhulme Room)
Mon 22 Sep 2025	Trustees	11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)
Tue 14 Oct 2025	Trustees	17:30 to 19:00 via Zoom (Finance review)
Mon 17 Nov 2025	Trustees	11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)
<i>Fri 23 Jan 2026</i>	<i>Trustees</i>	<i>11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)</i>
<i>Fri 15 May 2026</i>	<i>Trustees</i>	<i>11:00 to 16:00 face to face at BAUS HQ (Philip Leverhulme Room)</i>
Mon 3 Feb 2025	Council	11:00 to 16:00 face to face at BAUS HQ (all 4) 15:00 to 17:00 followed by Council Dinner at Fumo Manchester
Sun 15 Jun 2025	Council	7:00pm
Tue 23 Sep 2025	Council	11:00 to 16:00 face to face at BAUS HQ (all 4)
<i>Tue 27 Jan 2026</i>	<i>Council</i>	<i>11:00 to 16:00 face to face at BAUS HQ</i>
Fri 28 Feb 2025	ASG	10:30 to 13:30 face to face at BAUS HQ (Philip Leverhulme Room)
Thu 13 Mar 2025	ESG	15:00 to 17:00 via Zoom

Please note:

1. Remaining ASG and ESG meetings for 2025 have not yet been confirmed.
2. All Trustees sit on one of the BAUS Committees – this will involve an additional 2/3 meetings per year, one of which will be face to face.