



## Terms of Reference for the External Affairs Committee

The External Affairs Committee aims to raise the profile of the ACPGBI and coloproctology with opinion-formers and decision-makers, to interact with patient groups and to improve stakeholder engagement. Ensuring that all ACPGBI communication channels, including the ACPGBI website social media channels and newsletters, are effective and professional is a key part of our work.

### Purpose & Objectives

The External Affairs Committee shall:

- a) be responsible for the way the ACPGBI is presented to the outside world; deal with the press and other external bodies that may contact the Association for information and comments on matters related to coloproctology; consider matters of public concern, public relations, ethical practice, and medico-legal matters in coloproctology and advise Council accordingly.
- b) liaise with other bodies as deemed appropriate regarding public relations and ethical matters.
- c) produce a verbal report for each Council meeting, which may be written if absent from the meeting.
- d) produce an annual report which will be presented at the Annual General Meeting.

Members shall have an interest and experience in matters pertaining to issues of public concern, public relations, ethical and medico-legal practice.

### Membership & Structure

Membership of the Committee shall consist of a Chair, six elected members, a representative for International Affairs, AUGIS and BSG representatives as well as the Chair of the Information Technology Group and the Independent Health Care Committee, one lay member, at least one member from a non-surgical discipline usually on Council, the Chair of the Clinical Governance Board and one nominated member of the ACPN. The AUGIS representative will be appointed on the recommendation of their Council, usually for three years. The Gastroenterology representative will be appointed on the recommendation of the Council of the British Society of Gastroenterology, usually for three years. The Chair will be elected by the committee.

### Interactions

Light Media (ACPGBI web developers)  
Website Committee  
Development of the Pelvic Floor Society website

### Accountability

Committee members will report to the Chair who will report to Council and Executive.

### Meetings

Meetings will be held three times each year. At least one face-to-face meeting will take place at the annual meeting of ACPGBI. Other meetings will be held by teleconference. The agenda will be coordinated by the Chair, who will be responsible for minutes and ACPGBI Council.

### Reimbursement of expenses

The ACPGBI will reimburse reasonable day travel expenses and second-class rail fares. Overnight accommodation and subsistence will be covered if required.

Graham Branagan, ACPGBI Honorary Secretary  
July 2023