

Rules of Association

The Renal Association

(from July 2010)

RULES OF THE RENAL ASSOCIATION

1. The Association shall consist of ordinary clinical, ordinary non-clinical, trainee, overseas, honorary, and senior members.
2. Ordinary clinical members are those persons who hold substantive or honorary, full or part time posts at a hospital or university institution in the United Kingdom. These members may be medical staff, either consultants or non-consultant career grades, nurses or in professions allied to medicine.
3. Ordinary non-clinical members are those persons who are actively involved in affairs relevant to the practice and science of nephrology who do not have professional clinical qualifications.
4. Trainee members are those members who are in possession of a National Training Number in Renal Medicine and are based in a Specialist Registrar Training Programme (clinical or academic) in the United Kingdom.
5. Overseas members are persons who would be eligible for membership in the normal way, but whose main place of work is located outside the United Kingdom.
6. Honorary members are persons of distinction who have significantly contributed to the objects of the Association, and have been elected by the Executive Committee.
7. Ordinary members who have retired from active practice of science or medicine may be elected to senior membership. They shall have the rights of ordinary members but may not stand for office and shall pay a reduced annual subscription as determined from time to time.
8. Candidates for membership of the Association shall be approved by the members at a general meeting. A candidate may only be rejected if they attract more than 20% adverse votes in a ballot at that general meeting, or a ballot duly held as determined by the Chairperson of that general meeting
9. Members shall pay on request each year the appropriate annual subscription. The member will receive in advance of that a subscription form which should be completed and returned to the Secretary together with the necessary remittance by the 1 January of the year for which the subscription is due. Members granted a reduced subscription by the trustees shall abide by the same rules.
10. Members who have not paid their subscription for the current year by 1 March will be informed in writing and, if they still have not paid their subscription by 30 June, their name will be removed from the list of members.
11. The management of the Association shall be conducted by the trustees of the Association, who shall include the President, the Immediate Past President or President-Elect, the Honorary Secretary, Honorary Treasurer, Clinical Vice-President, the Academic Vice-President, and the chairman or representative, of the Renal Registry. Trustees shall be

appointed as provided for in the Articles of the Association.

12. The President shall be elected President-Elect one year ahead of the term of substantive office and normally serve in the substantive office for three years. She or he shall then become the Immediate Past President and may not serve again in these offices. Any two members of the Association may propose a member for the office of President in writing to the Honorary Secretary. The President shall normally chair meetings of the trustees, the Executive Committee and general meetings, but in her or his absence the immediate past President, the Clinical Vice-President, the Academic Vice-President or the Honorary Secretary shall substitute in that order of preference.
13. The Immediate Past President shall normally serve for two years. A President-Elect shall be elected at the start of the final year of the President's term of office and shall replace the Immediate Past President for that year

13a. Normally a President is elected by a ballot of RA members around one year in advance of taking up his or her position. This election is then ratified by the next AGM. He or she serves the ensuing year as President-Elect (and Trustee). The Presidency is for a fixed term of three years, and is then followed by two subsequent years as Immediate Past-President.

In the event of incapacity or resignation of a President-Elect, a fresh Presidential election shall be called expeditiously. If the incapacity, or resignation, takes place at such a time that even with an expedited electoral process it is not possible to elect a new President-Elect before the current President demits from office, all available Trustees will meet to discuss potential solutions. The preferred solution is for the incumbent Clinical Vice-President or Academic Vice-President (to be decided by the Trustees) to assume Presidential status until a fresh election has taken place and a new President elected. It would not be usual or expected for this "inter-regnum" to last for more than three months. The Trustees would have the responsibility to monitor this period closely, and should discuss these issues regularly to ensure due process, and progress.

In the event of incapacity or resignation (or removal from office by virtue of losing their status as a Trustee) of a serving President, a fresh Presidential election shall be called expeditiously. The Clinical Vice-President Academic Vice-President (to be decided by the Trustees) will be asked to assume the duties of President until an election has taken place. It would not be usual or expected for this "inter-regnum" to last for more than three months. The Trustees would have the responsibility to monitor this period closely, and should discuss these issues regularly to ensure due process, and progress.

In either scenario above, the duties of the Clinical Vice-President or Academic Vice-President (to be decided by the Trustees) will be devolved as deemed appropriate by the remaining Trustees.

14. The Honorary Secretary and Honorary Treasurer shall normally each serve for four years and not more than five years.
15. The Clinical Vice-President and the representative (Chair) of the Renal Registry shall normally serve for three years and not more than four years.

16. In any matters concerning interpretation of the Rules, the decision shall rest with the trustees, who shall also decide any matters concerning the Association which are not covered by the Rules.
17. There shall be a representative body, called the Executive Committee, which shall be deliberative and focus on policy. It shall debate and agree new aspects of the Association's activities and development. It shall be freed from routine management and shall be accountable to the membership through elections. The Executive Committee shall meet at least twice a year to transact business and may establish other committees as it sees fit, provided that any such committee is chaired by an ordinary member of the Executive Committee, a trustee or any Association member nominated by the Executive Committee. The Executive Committee or other committees may recommend to the trustees expenditure of the Association's funds, but it shall not authorise any such expenditure.
18. The Executive Committee shall consist of:
- The trustees;
 - Eight ordinary members, one of whom shall be a non-clinician, and two of whom shall preferably be consultant nephrologists less than five years since appointment as a consultant on January 1st in the year of their election. They shall be elected by the membership of the Association, shall normally serve for three years and shall be ineligible to serve again as ordinary members of the Executive Committee for two years following their term of office.
 - The current chairs of the other Renal Association Committees who are not trustees: Clinical Services Committee, Standards & Clinical Guidelines Committee, Education & Training Committee, Research Committee, Clinical Trials Committee, International Committee.
 - And the following *ex officio* members
 - A representative of the Specialist Registrars in Nephrology nominated by their organisation;
 - The current President of the British Association for Paediatric Nephrology;
 - The current Chairman of the Royal College of Physicians/Renal Association Joint Specialty Committee for Renal Medicine [who will usually be the Past President of the Renal Association];
 - The current Chairman of the Royal College of Physicians Specialist Advisory Committee in Renal Medicine.
 - The current President of (or other person nominated by) the British Renal Society;
 - The current Chairman of (or other person nominated by) the Society of District General Hospital Nephrologists;
 - The current chairman of the Kidney Alliance
 - A representative of Non-Consultant Grade Renal Specialists
 - The Renal Association website manager
19. The quorum at any meeting of the Executive Committee shall be eight, of which at least two must be trustees and four must be ordinary members. The Executive Committee shall have power to co-opt for the unexpired part of a year in the event of a casual vacancy among its ordinary members.

20. At least three months before the annual general meeting, the Secretary shall write to all ordinary and senior members of the Association seeking nominations for the vacancies about to occur on the Executive Committee. Each candidate for election must be proposed and seconded in writing by an ordinary or senior member of the Association and must provide a short election address. The Honorary Secretary shall circulate the list of nominations, together with the voting papers, to members of the Association before the annual general meeting. When relevant, the single transferable vote system will be used. The voting papers shall be delivered to two scrutineers who will collate the votes. New appointments will be announced at the annual general meeting.
21. Any ordinary or retired member of the Association may write to the Company Secretary to propose a candidate for membership. The Company Secretary shall publish the list of candidates to the membership, who shall approve the election of the candidates in general meeting. A candidate shall become a member of the Association after her or his application has been approved by the annual general meeting and after the Association has received the first subscription payment. Resignations should be sent to the Company Secretary.
22. There shall be a Restricted Fund of the Association entitled the Renal Registry and there shall be a Renal Registry Committee comprising at least two trustees of the Association and at least six ordinary or senior members of the Association including a senior non-medical representative of the BRS and a representative of NHS Kidney Care. The Committee shall be responsible to the trustees for the operational management of the Renal Registry.
23. The chairman of the Registry Committee shall serve as a trustee of the Association for a period normally of three years and no more than four years and that member shall not serve again as a trustee till two years have elapsed since the end of her or his term of office.
24. A Clinical Affairs Board, chaired by the Clinical Vice-President, shall consist of the chairs of the Registry Committee, the Standards & Clinical Guidelines Committee, and the Clinical Services Committee and two elected members of the Executive Committee. It shall report to the Executive Committee on clinical matters relevant to the Association.
25. An Academic Affairs Board, chaired by the Academic Vice-President, shall consist of the chairs of the Research Committee, the Clinical Trials Committee, the International Committee, and the Education and Training Committee, and two elected members of the Executive Committee. It shall report to the Executive Committee on education, training and research matters relevant to the Association.
26. Chairs of the Committees of the Renal Association shall be appointed by the Executive Committee on the recommendation of an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive committee, following a call for expressions of interest for any vacancy which will be sent to all members of the Renal Association.
27. The Executive Committee may at its absolute discretion admit corporate members to the Association on such terms as it sees fit. The Committee may make provisions to regulate the number of corporate members admitted, the fees payable by them and the benefits accruing to them, together with the terms of their admission, retention and of removal.
28. No changes to these rules, as opposed to the Memorandum and Articles of Association, shall

be made or altered except at the annual general meeting of the Association or at a special general meeting, at either of which two thirds of those members present and voting agree the rule changes. Notice of such proposal shall be circulated to Members not less than three months prior to the meeting

RULES OF THE RENAL ASSOCIATION

APPENDIX 1

JOB DESCRIPTIONS FOR OFFICERS OF THE RENAL ASSOCIATION

President

The President serves a three year term of office immediately after serving one year as President-elect. The three year term as President is followed by two years as Past-President.

The President is chair of Trustees of the Renal Association.

The duties of the President will include:

- Attendance in the chair at all meetings of the Trustees
- Shared responsibilities with other trustees for all aspects of trusteeship including
 - financial probity and governance of the Renal Association
 - oversight of the efficiency and effectiveness of the Renal Association's professional secretariat
 - financial probity and governance of the Renal Association UK Renal Registry
 - ordering of the affairs of the Renal Association in line with its charitable status and consistent with all requirements of the Companies Act and the Charity Commissioners
- Attendance as chair at all meetings of the Renal Association Executive Committee
- Direction of the activity and organisation of the Renal Associations' committees, boards and other structures through
 - Oversight of the chairs of committees and their terms of reference and membership
 - Attendance personally as *ex officio* member of all subcommittees and boards, or delegation of attendance to other executive officers of the Association
- Development of effective working relationships and partnerships with external organisations whose work is relevant to the goals of the Renal Association including [but not limited to]:
 - British Renal Society
 - British Association for Paediatric Nephrology
 - British Transplantation Society
 - Kidney Research UK
 - National Kidney Federation
 - Royal College of Physicians
 - Department of Health
 - Kidney Alliance
- Membership of the Royal College of Physicians of London/Renal Association Joint Specialty Committee for Renal Medicine
- Membership of the Kidney Alliance
- Taking *ex officio* positions representing the Renal Association on councils or other committees of relevant external organisations, or delegating these where appropriate to other executive officers or members of the Renal Association
- Working closely with the professional secretariat of the Renal Association to ensure the efficient and effective running of the affairs of the Association

President-Elect

The President – elect takes up office one year before the end of the term of office of the sitting President, succeeding to the Presidency at the end of that time

The President-elect will normally be appointed as a Trustee of the Association.

The duties of the President-elect will include:

- Attendance at all meetings of the Trustees
- Shared responsibilities with other trustees for all aspects of trusteeship including
 - financial probity and governance of the Renal Association
 - oversight of the efficiency and effectiveness of the Renal Association's professional secretariat
 - financial probity and governance of the Renal Association UK Renal Registry
 - ordering of the affairs of the Renal Association in line with its charitable status and consistent with all requirements of the Companies Act and the Charity Commissioners
- Attendance at all meetings of the Renal Association Executive Committee, taking the chair in the absence of the President
- Familiarisation with the activity and organisation of the Renal Association's committees, boards and other structures in order to accede to the Presidency with due efficiency
- Taking an *ex officio* place on some committees and boards of the Renal Association as required by the President
- Familiarisation with the outside professional relationships of the Renal Association including work with the:
 - British Renal Society
 - British Association for Paediatric Nephrology
 - British Transplantation Society
 - Kidney Research UK
 - National Kidney Federation
 - Royal College of Physicians
 - Department of Health
 - Kidney Alliance
- Taking *ex officio* positions representing the Renal Association on councils or other committees of these external organisations as required by the President
- Other tasks furthering the work of the Renal Association as required by the President

Past-President

The Past-President takes up post immediately after relinquishing the Presidency and holds the post for 2 years

The Past-President remains a Trustee of the Renal Association for those 2 years.

The duties of the Past-President will include:

- Attendance at all meetings of the Trustees
- Shared responsibilities with other trustees for all aspects of trusteeship including
 - financial probity and governance of the Renal Association
 - oversight of the efficiency and effectiveness of the Renal Association's professional secretariat
 - financial probity and governance of the Renal Association UK Renal Registry
 - ordering of the affairs of the Renal Association in line with its charitable status and consistent with all requirements of the Companies Act and the Charity Commissioners
- Attendance at all meetings of the Renal Association Executive.

- Taking an *ex officio* place on some committees and boards of the Renal Association as required by the President
- Taking *ex officio* positions representing the Renal Association on councils or other committees of external organisations as required by the President
- Other tasks furthering the work of the Renal Association as required by the President

Honorary Treasurer

The Honorary Treasurer will be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee to a term of office normally of four years, and no longer than five years.

The Honorary Treasurer will normally be appointed as a Trustee of the Association.

The Honorary Treasurer together with the President, Clinical Vice-President, and Honorary Secretary will form the management team of the Association.

The Honorary Treasurer will be responsible for the financial affairs of the Association, including the UK Renal Registry, and report on them to the Trustees and Executive Committee.

The Honorary Treasurer will have responsibility for ensuring the Renal Association's Secretariat, currently MCI UK Ltd; manage the Association's accounts in a proper manner.

The Honorary Treasurer will liaise with the Association's auditors and be responsible for communicating their advice and recommendations to the Trustees and Executive Committee of the Association.

The Honorary Treasurer will develop with the Trustees a financial strategy for the Association and report on it to the Executive Committee.

The Honorary Treasurer will develop new sources of funding either for specific projects or for general funds to enable the Association to pursue its charitable aims.

Honorary Secretary

The Honorary Secretary will be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee to a term of office normally of four years, and no longer than five years

The Honorary Secretary will normally be appointed as a Trustee of the Association.

The Honorary Secretary together with the President, Clinical Vice-President and Honorary Treasurer will form the management team of the Association.

The Honorary Secretary provides general support to the President, Trustees, Executive Committee Members and affiliated individuals.

The Secretary's primary duties would include:

- functioning as the Company Secretary
- making agendas and taking minutes of the Annual General Meetings, Executive Committee, the Trustees Meetings, and meetings of the Executive Committee with corporate members
- maintaining records of all correspondence (including electronic transactions) relating to the business of the Renal Association.

Clinical Vice – President

- The Clinical Vice-President will be elected by ballot of the whole membership of the Renal Association, and will normally serve for three years.
- The Clinical Vice-President will normally be appointed as a Trustee of the Association.
- The Clinical Vice-President will chair a Clinical Affairs Board, consisting of the chairs of the Registry, Standards & Clinical Guidelines, and Clinical Services Committees.
- The Clinical Affairs Board will concern itself with all aspects of local and national policy relevant to clinical practice in nephrology. In particular by integrating and planning the work of the three committees the Board will aim to strengthen the contribution of the Renal Association to the care of renal patients and the planning of renal services.
- The Clinical Vice-President will be a member of the Executive Committee, and will there present the recommendations of the Clinical Affairs Board to the Executive Committee for approval and ratification.

Academic Vice – President

- The Academic Vice-President will be elected by ballot of the whole membership of the Renal Association, and will normally serve for three years.
- The Academic Vice-President will normally be appointed as a Trustee of the Association.
- The Academic Vice-President will chair an Academic Affairs Board, consisting of the chairs of the Research Committee, the Clinical Trials Committee, the International Committee, and the Education and Training Committee
- The Academic Affairs Board will concern itself with all aspects of local and national policy relevant to education, training and research in nephrology. In particular by integrating and planning the work of the four committees the Board will aim to strengthen the contribution of the Renal Association to the education and training of trainee and established healthcare professionals involved with care of renal patients, and the organisation planning an execution of renal research.
- The Academic Vice-President will be a member of the Executive Committee, and will there present the recommendations of the Academic Affairs Board to the Executive Committee for approval and ratification.

RULES OF THE RENAL ASSOCIATION

APPENDIX 2

BOARDS & COMMITTEES

CHAIRS, MEMBERS & BUSINESS

Registry Committee

Chair, Registry Committee

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
- The chair will normally serve for three years and not more than five years
- The chair of the Registry Committee will usually become a trustee of the Renal Association
- The chair will convene meetings of the Registry Committee at least twice yearly, of which at least one will be a face to face meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will be a member of the Clinical Affairs Board
- The chair will prepare written reports of the business of the Committee for the Clinical Affairs Board and the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will prepare for the Trustees, in their role as the Registry Management Board, written quarterly reports on the financial and organisational position of the Registry
- The chair will lead the management team of the Registry which will include the Registry Director and the Registry Manager and other employed staff of the Registry as deemed fit by the chair
- The chair will be responsible for keeping the membership of the Renal Association informed of the Registry's activities through the Registry and Renal Association websites, Renal Association monthly e-news, and other appropriate communications strategies

Members of the Registry Committee

- The Registry Committee will consist of no less than ten members of the Renal Association, of which at least one will be an elected member of the Executive Committee and one will be the Registry Director
- One member will be the nominee of the British Association for Paediatric Nephrology
- One member will be a representative of the Scottish Renal Registry
- One member will be an elected member of the Executive Committee
- The President and Clinical Vice-President are ex officio members of the committee
- One member will be a patient representative nominated by the National Kidney Federation
- One member will be a specialised commissioner responsible for commissioning renal services
- One member will be nominated by the British Transplantation Society
- One member will be nominated by the vascular access group of the Vascular Society of Great Britain and Ireland
- One member will be a professional epidemiologist or public health physician.

- Members of the Committee will be appointed on the recommendation of the President and the Committee chair taking into account the need for regional representation
- The Registry Manager shall be a member of the Committee
- Members of the Committee will serve for a term of three years which may be extended for a second and final term
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair
- Additional members may be co-opted, without a maximum time limit, if they have exceptional and irreplaceable expertise, at the discretion of the Chair of the Committee and the President of the Renal Association

Business of the Registry Committee

The Registry Committee will undertake programmes of work as directed by the Chair in association with a strategic brief provided by the Clinical Affairs Board. This work will include:

- Preparing analyses and reports (at least annually) from these data
- Using data submitted to the Registry to develop national audit and quality improvement programmes
- Co-operating and liaising with relevant renal stakeholder organisations by data sharing and collaborative projects, once agreed by the Clinical Affairs Board

Standards & Clinical Guidelines Committee

Chair, Standards & Clinical Guidelines Committee

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
 - Ideally a new chair would be identified 12 months in advance of the departure of the incumbent to allow for a period of shadowing
- The chair will normally serve for three years and no more than four years
- The chair will convene meetings of the Committee at least twice yearly, one of which will be a face to face meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will be a member of the Clinical Affairs Board
- The chair will prepare written reports of the business of the Committee for the Clinical Affairs Board and the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will be responsible for keeping the Committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents
- The chair will be responsible for keeping the membership of the Renal Association informed of the committee's activities through the website, Renal Association monthly e-news, and other appropriate communications strategies

Members of the Standards & Clinical Guidelines Committee

- The Standards & Clinical Guidelines Committee will consist of no less than eight members of the Renal Association, of which at least one will be an elected member of the Executive Committee
- The President and Clinical Vice-President are ex officio members of the committee
- Members of the Committee will be appointed on the recommendation of the President and the Committee chair
- Committee members will include a lead for each module of the RA Clinical Practice Guidelines
- One member will be an elected member of the Executive Committee
- Members of the Committee will usually serve for no more than one term of three years
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair

Business of the Standards Committee

The Standards Committee will undertake programmes of work as directed by the Chair in response to a brief provided by the Clinical Affairs Board.

This work will include continuous updating of the Standards and Clinical Practice Guidelines posted on the Renal Association website. A rolling programme will ensure revision of all chapters at intervals no greater than 5 years.

Clinical Services Committee

Chair

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
 - Ideally a new chair would be identified 12 months in advance of the departure of the incumbent to allow for a period of shadowing
- The chair will normally serve for three years and no more than four years
- The chair is a member of the Clinical Affairs Board and RA Executive Committee
- The chair will have current or past experience as clinical director or renal network director
- The chair will convene meetings of the Committee at least once a year for a physical meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will prepare written reports of the business of the Committee for the Clinical Affairs Board and the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will be responsible for keeping the Committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents
- The chair will be responsible for keeping the membership of the Renal Association informed of the committee's activities through the website, Renal Association monthly e-news, and other appropriate communications strategies

Vice-Chair

- A Vice-Chair will be appointed from among the committee membership on the recommendation of the President and the committee chair
- The Vice-Chair will serve for three years

Members of the Clinical Services Committee

- The Clinical Services Committee will consist of twelve members of the Renal Association representing the nine English regions plus one representative each from Wales, Scotland and Northern Ireland.
- The chairman will serve as representative for the relevant region
- Members of the Committee will be nominated by an appropriate regional forum, and then appointed on the recommendation of the President and the Committee chair.
- Members of the Committee will serve for four years with three members retiring annually
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair
- The President and Clinical Vice-President are ex officio members of the committee
- Other ex officio members are nominees of the British Transplantation Society, and British Association for Paediatric Nephrology and the Representative of Non Consultant Career Grades in Nephrology

Business

The Clinical Services Committee will undertake programmes of work as directed by the Chair in response to a brief provided by the Clinical Affairs Board.

This work will include planning an annual Clinical Director's Forum, and collaboration with other agencies interested in the provision of services, to examine the delivery of renal services, to highlight deficiencies in service provision, and to lead opportunities for service development.

Clinical Affairs Board

Chair & Membership

The Clinical Affairs Board will be chaired by the Clinical Vice-President.

Membership of the Clinical Affairs Board shall be

Clinical Vice President

Chair, Registry Committee

Chair, Standards Committee

Chair, Clinical Service Committee

Two elected members of the Executive Committee

The President *ex officio*

Meetings & Reporting

The Clinical Vice-President will convene at least two meetings a year of the Clinical Affairs Board, each meeting to be held at least one month before a meeting of the Executive Committee. The Clinical Vice-President will provide a written report to the Executive Committee and will lead discussion on this report.

Terms of Reference

The Clinical Affairs Board will concern itself with all aspects of local and national policy relevant to clinical practice in nephrology.

By integrating and coordinating the work of the three committees represented on the Board, the goal will be to strengthen the contribution of the Renal Association to the care of renal patients and the planning of renal services.

The Clinical Affairs Board will in particular:

1. Review and approve the proposals for annual work programmes presented to the Board by the Chair of each Committee.
2. Identify opportunities for complementary work to be undertaken in parallel by the three Committees.
3. Identify the work required of the three Committees to achieve satisfactory monitoring of the implementation of the NSF.
4. Prioritise additional datasets for collection by the Registry and agree mechanisms for ensuring that data submission to the Registry by individual units is maximised.
5. Identify and prioritise audit and research opportunities, ensuring these are considered for implementation by appropriate Renal Association committees and other bodies. Research opportunities will include epidemiology, clinical trials and health services research.
6. The Clinical Affairs Board will be consulted when the Renal Association is asked for a view on a clinical issue. Such circumstances typically require a rapid response. The Clinical Vice-President will take e-mail advice from the Clinical Affairs Board to generate a position statement on any issue within its terms of reference.

The Clinical Affairs Board will not concern itself with operational implementation of the strategic direction it proposes. This will continue to be devolved to the individual committees.

International Committee

Chair, International Committee

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
 - Ideally a new chair would be identified 12 months in advance of the departure of the incumbent to allow for a period of shadowing
- The chair will normally serve for three years and no more than four years
- The chair will convene meetings of the Committee at least twice yearly, one of which will be a face to face meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will prepare written reports of the business of the Committee for the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will be responsible for keeping the Committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents
- The chair will be responsible for keeping the membership of the Renal Association informed of the committee's activities through the website, Renal Association monthly e-news, and other appropriate communications strategies

Members of the International Committee

- The International Committee will consist of no less than eight members of the Renal Association, of which at least one will be an elected member of the Executive Committee
- Members of the Committee will be appointed by the Executive Committee on the recommendation of the President and the Committee chair. They will be active in international collaboration supporting nephrology research and education in low and middle income countries
- One member will be the nominee of the British Association for Paediatric Nephrology
- One member will be an elected member of the Executive Committee
- Members of the Committee will usually serve for no more than three years, renewable for a second and final term of three years
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair

Business of the International Committee

The International Committee will undertake programmes of work as directed by the Chair in response to a brief provided by the Education & Research Board This work will include:

- Maintaining a record of the international involvement of RA members including the educational opportunities offered by RA members for nephrologists from overseas.
- Raise the International profile of UK nephrologists as educators and teachers
- Maintaining close liaison with the International Society of Nephrology [ISN] and ensuring the Renal Association makes the most of the resources offered by ISN to support programmes in the UK for nephrologists from overseas including registering as Host Centres for the ISN Fellowship programme and establishing ISN Sister Renal Centres

Education & Training Committee

Chair

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
 - Ideally a new chair would be identified 12 months in advance of the departure of the incumbent to allow for a period of shadowing
- The chair will normally serve for three years and no more than four years
- The chair will convene meetings of the Committee at least twice yearly, of which should be a face to face meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will prepare written reports of the business of the Committee for the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will be responsible for keeping the Committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents
- The chair will be responsible for keeping the membership of the Renal Association informed of the committee's activities through the website, Renal Association monthly e-news, and other appropriate communications strategies

Membership of the Education & Training Committee

- The Committee will consist of no less than eight members of the Renal Association, of which at least one will be an elected member of the Executive Committee, and at least one will be a non-clinician
- Members of the Committee will be appointed by the Executive Committee on the recommendation of the President and the Committee chair, and will include
 - the medical workforce lead for the Renal Association
 - the director[s] of the Advanced Nephrology Course
 - a lead for e-learning
 - a nominee of the British Association for Paediatric Nephrology
 - a nominee of the Nephrology SpR Club
 - an SpR programme training director
 - an elected member of the Executive Committee
- Members of the Committee will usually serve for no more than three years
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair

Business of the Education & Training Committee

The Education & Training Committee will undertake programmes of work as directed by the Chair in response to a brief provided by the Education & Research Board This work will include:

- Working with relevant professional bodies to develop educational and training programmes relevant to the needs of all non-clinical and clinical members of the Renal Association, the latter including consultants, non-consultant career grades, and SpRs
- Developing strategies to maximise recruitment into nephrology, including academic nephrology

Clinical Trials Committee

Chair, Clinical Trials Committee

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
 - Ideally a new chair would be identified 12 months in advance of the departure of the incumbent to allow for a period of shadowing
- The chair will normally serve for three years and no more than four years
- The chair will convene meetings of the Committee at least twice yearly, one of which will be a face to face meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will prepare written reports of the business of the Committee for the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will be responsible for keeping the Committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents
- The chair will be responsible for keeping the membership of the Renal Association informed of the committee's activities through the website, Renal Association monthly e-news, and other appropriate communications strategies

Members of the Clinical Trials Committee

- The Clinical Trials Committee will consist of no less than eight members of the Renal Association, of which at least one will be an elected member of the Executive Committee
- Members of the Committee will be appointed by the Executive Committee on the recommendation of the President and the Committee chair
- Members of the Committee will usually serve for no more than three years, renewable for a second and final term of three years
- The membership will include
 - a nominee of the British Association for Paediatric Nephrology
 - a nominee of the Nephrology SpR Club
 - an elected member of the Executive Committee
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair

Business of the Clinical Trials Committee

The Clinical Trials Committee will undertake programmes of work as directed by the Chair in response to a brief provided by the Education & Research Board. This work will include:

- Maintaining a record of the clinical trials being undertaken or developed by RA members
- Promoting recruitment into such trials
- Providing expert advice to RA members developing new clinical trials initiatives. Areas of advice to include trial design, feasibility and statistical evaluation
- Working to enhance the clinical trials profile of the renal community among national funding bodies
- Liaising with the Trials Committee of the British Transplantation Society to maximise

opportunities for coordinated work

Research Committee

Chair, Research Committee

- The chair shall be appointed by an Appointments Panel comprising the Trustees and three elected ordinary members of the Executive Committee
 - Ideally a new chair would be identified 12 months in advance of the departure of the incumbent to allow for a period of shadowing
- The chair will normally serve for three years and no more than four years
- The chair will convene meetings of the Committee at least twice yearly, at least one of which will be a face to face meeting. In addition committee business will be maintained using e-mail and telephone communications between meetings
- The chair will prepare written reports of the business of the Committee for the Executive Committee, or delegate this task to a secretary chosen from among the Committee membership
- The chair will be responsible for keeping the Committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents
- The chair will be responsible for keeping the membership of the Renal Association informed of the committee's activities through the website, Renal Association monthly e-news, and other appropriate communications strategies

Members of the Research Committee

- The Research Committee will consist of no less than eight members of the Renal Association, of which at least one will be an elected member of the Executive Committee
- Members of the Committee will be appointed by the Executive Committee on the recommendation of the President and the Committee chair
- Members of the Committee will usually serve for no more than three years, renewable for a second and final term of three years
- The membership will include
 - a clinician scientist active in experimental medicine
 - two renal scientists who are not clinicians
 - a nominee of the Nephrology SpR Club
 - a nominee of the British Association for Paediatric Nephrology
 - a nominee of Kidney Research UK
 - an elected member of the Executive Committee
- Members of the Committee will be expected to attend at least one Committee meeting annually and will contribute actively to the work of the Committee as required by the Chair

Business of the Research Committee

The Research Committee will undertake programmes of work as directed by the Chair in response to a brief provided by the Education & Research Board. This work will include:

- Developing and maintaining a record of renal research activity in the UK, and making appropriate information from this record available on the website
- Promoting collaborative renal research in the UK
- Working to enhance the research profile of the renal community among national funding bodies
- Working with relevant national specialist groups such as the UK Renal Genetics Group
- Supporting special interest research groups which are developing within the Renal

Association – for example the CKD Epidemiology Group and the Exercise Research in Kidney Disease Group

Academic Affairs Board

Membership

The Academic Affairs Board will be chaired by the Academic Vice-President
Membership of the Education & Research Board will be

- Academic Vice-President [chair]
- Chair, Research Committee
- Chair, Education & Training Committee
- Chair, Clinical Trials Committee
- Chair, International Committee
- Two elected members of the Executive Committee
- President (ex officio)

Meetings & Reporting

The Academic Vice-President will convene at least two meetings a year of the Education & Research Board, one of which will be a face to face meeting. Each meeting to be held at least one month before a meeting of the Executive Committee.

The Academic Vice-President will provide a written report to the Executive Committee and will lead discussion at the Executive Committee on this report.

Terms of Reference

The Academic Affairs Board will concern itself with all aspects of local and national policy and activity relevant to training, education and research in renal medicine and renal science.

By integrating and co-ordinating the work of the four committees represented on the Board, the goal will be to strengthen the contribution of the Renal Association to these areas of activity.

The Academic Affairs Board will be actively involved in supporting training education and research involving all constituencies represented within the Association's membership including consultants, both academic and NHS; clinical trainees; non-consultant career grade clinicians; and renal scientists who are not clinicians.

The Academic Affairs Board will in particular:

- Review and approve the proposals for annual work programmes presented to the Board by the Chair of each Committee.
- Identify opportunities for complementary work to be undertaken in parallel by the four Committees.
- Identify and manage potential overlap and duplication among the work of its constituent committees
- Identify and prioritise training, education and research opportunities, working as appropriate with the Clinical Affairs Board and its committees
- Identify opportunities for close working with other bodies active in these areas of work – for example the Kidney Research UK; the Royal Colleges of Physicians of London, Edinburgh & Glasgow; British Renal Society; British Association for Paediatric Nephrology; British Transplantation Society and others.