



CSVs

THE COLLEGE AND SOCIETY
FOR CLINICAL VASCULAR SCIENCE
Great Britain and Ireland

Terms of Reference

Terms of Reference

CSVs Sub Committees

Version 2.0

October 2025

Doc Ref PS-PP005



Terms of Reference

CSVS Sub-Committees

Version 2.0

(Replaces Previous Version 1.0, 2010 & 2017)

October 2025

Doc Ref PS-PP005

Version Number	Change	Author	Date
1.0	3 individual ToR reviewed	Author: PSC, EC, RC	2010 & 2017
2.0	Updated Society's name & branding; clarified scope, governance, and responsibilities; expanded membership numbers, combined 3 ToR into a sub-committees ToR for conformity	Review: PSC Chair, EC Chair, RC Chair Approval: CSVS Exec 14/11/2025	October 2025

Purpose

To define the scope, membership, governance, roles, responsibilities and conduct of the CSVS Sub-Committees: 'Education Committee' (EC), 'Professional Standards Committee' (PSC), and 'Research Committee' (RC).

CSVS Sub-Committees

The titles of the College and Society for Clinical Vascular Science (CSVS) Sub-Committees are the 'Education Committee' (EC), 'Professional Standards Committee' (PSC), and 'Research Committee' (RC).

Scope

The Education Committee will advise the Executive Committee of the CSVS on:

- Matters relating to Vascular Education
- Matters relating to Professional Examinations and Accreditation
- Matters relating to Continuing Professional Development
- Matters relating to External Relationships and Representation with relevant educational bodies/institutions
- Any other matters requested by the Executive Committee

The Professional Standards Committee will advise the Executive Committee of the CSVS on:

- Matters relating to Vascular Science
- Matters relating to Professional Standards of Practise
- Matters relating to Quality & Safety
- Matters relating to Vascular Science services
- Any other matters requested by the Executive Committee

The Research Committee will advise the Executive Committee of the CSVS on:

- Matters relating to Research
- Matters relating to CSVS Grants
- Any other matters requested by the Executive Committee

Membership

At least 60% of the Sub-Committees Officers shall be AVS. If there are insufficient numbers of CSVS Accredited Members amongst applicants to committee vacancies, then Ordinary CSVS Members may be appointed contingent on the member committing to achieving AVS status within 12 months of appointment to the sub-committees.

The Chair shall be appointed by the members of the sub-committees and with the approval of the CSVS President. The Chair will be an ex-officio member of the Executive Committee. The Chair shall be an Accredited Vascular Scientist (AVS). The Chair will initially serve as

Vice Chair for the process of supporting the existing Chair as part or role handover. The Vice Chair will be elected from the existing sub-committee group. The Vice Chair will serve 1 year, and must attain AVS before moving into the Chair role.

The number of members of each sub-committee will be at the discretion and agreement of the CSVS serving president.

Appointment process for Sub-Committee Membership

Vice Chair:

The current sub-committee Chair will ask the current sub-committee for expressions of interest for the role, with a timescale set by the current sub-committee Chair. The expression of interest can be verbal or written. The nominees will then undergo a secret ballot. If there is a tie, a second vote between the tie will be performed, and in the case of another tie, the vote of the current sub-committee Chair will determine the outcome, and seek final approval from the CSVS current president.

Other Sub-Committee Membership:

The current sub-committee Chair will ask the current sub-committee for expressions of interest for the role, with a timescale set by the current sub-committee Chair. The expression of interest can be verbal or written. The nominees will then undergo a secret ballot. If there is a tie, a second vote between the tied nominees will be performed, and in the case of another tie, the vote of the current sub-committee Chair will determine the outcome, and seek final approval from the CSVS current president.

If there is no expression of interest from the current members of the sub-committee for a current role, or for an expansion/new additional role within a sub-committee, the current CSVS president will be asked to authorise the role to be advertised to the whole CSVS membership, with a timescale set by the current Sub-Committee Chair. This will then follow submission of a short CV and written expression of interest by interested parties. These submissions will be presented by the sub-committee Chair to all the sub-committee members for a secret ballot. If there is a tie, a second vote between the tied nominees will be performed, and in the case of another tie, the vote of the current Chair will determine the outcome, and seek final approval from the CSVS current president.

The membership of the Education Committee:

- EC Chair
- EC Vice Chair (To be appointed where required for continuity and supporting Chair)
- EC Officers

Other members of the CSVS may be appointed by the ED Chair as Officers by the Education Committee. For the EC to be viable, this must include:

- Practical and Theory Examination Officer(s)
- Continuing Professional Development Officer(s)
- Study Day Officer(s)

- Trainee Liaison Officer
- Educational Pathway Officer(s)

The membership of the Professional Standards Committee:

- PSC Chair
- PSC Vice Chair (To be appointed where required for continuity and supporting Chair)
- PSC Officers
- PSC Assistant

Up to a total of eight members of the CSVS may be appointed as Officers by the Professional Standards Committee. A PSC Assistant (Non-voting) may be appointed by the PSC Chair to serve similar to a non-portfolio role or administrative role where required to support the PSC.

The membership of the Research Committee:

- RC Chair
- RC Vice Chair (To be appointed where required for continuity and supporting Chair)
- RC Officers
- RC Grants Officer

Up to a total of eight members of the CSVS may be appointed as Officers by the Research Committee. The RC Grants Officer will be appointed by the RC Chair from amongst the RC Officers.

Terms of Office, All Sub-Committees

The sub-committee Chair term of office will normally be three years, and may be reappointed but should not exceed a maximum of 6 years.

The sub-committee Vice Chair term of office will normally be 1 year, and may be reappointed but should not exceed a maximum of 6 years.

Sub-committee Officers will serve for two years in the first instance and may be reappointed but should not exceed a maximum of 6 years.

Upon finishing a maximum term of office, a member wishing to join the sub-committee will be required to undergo the full application process alongside the regular CSVS membership when positions are advertised.

Governance & Reporting

The Chair will be accountable to the Executive Committee during the term of office.

The Sub-committee Officers & Other Sub-Committee Members will be accountable to the Sub-committee Chair during the term of office.

The Sub-committee will be quorate when >50% of all members are in attendance, and one of these must include the Chair. If a quorate member of the Sub-committee should be required to leave prior to the conclusion of the meeting, the chair should confirm that the Terms of Reference CSVS Sub-Committees, Version 2.0, October 2025, Review October 2028, Ref PS-

meeting is still quorate or not. If the meeting is no longer quorate, it may continue but decisions will have to be ratified at the next meeting.

The Chair will be responsible for the financial management of any allocated budget for the sub-committee, following the current CSVS Expenditure Guidelines. This will include responsibly of sourcing or monitoring of legitimate expenses and this may include:

- Meeting room bookings and associated catering expenses
- Sub-committee travel, accommodation and expenses
- Exam related expenses
- Research Grant expenditure

Roles & Responsibilities

The sub-committees will meet 4 times per year, primarily face to face. Members are expected to attend at least 3 meetings. Virtual meetings may be organised. Additional short-term task and finish groups may be organised as required.

Responsibility for various aspects of the work undertaken by the sub-committees may be delegated by the sub-committee Chair or relevant Officers to members as appropriate. Co-option of members to report on specific matters of expertise will be at the sub-committees discretion. The RC Grants Officer will act as the primary contact for grant applicants and awardees. Actively manage designated email inbox as required.

The sub-committee Members shall actively contribute to the goals and objectives set by the Chair or tasks delegated from the Executive Committee, and complete actions within timelines provided/required.

The sub-committees shall keep minutes of the business it transacts which shall be lodged with the President of the Executive Committee. The sub-committees will report to the Executive Committee of the College and Society for Clinical Vascular Science through its' Chair, who if unable to attend will delegate this responsibility to another member of the relevant sub-committee.

Agenda & Papers

The agenda and papers will normally be distributed via email to members at least 3 working days in advance of the meeting. Items and papers for the agenda will be submitted no later than 5 working days in advance of the meeting. The Chair has the discretion to accept agenda items and papers outside of this framework.

Conduct

If any member has an interest in any matter, and is present at the meeting at which the matter is under discussion, he/she must declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the matter has been completed.

The Chair must invite members to declare any interests at the start of each meeting. This will be a specific agenda item. In addition, members may declare an interest at any time during

the meeting. Any declarations will be recorded by the minute taker. If the Chair declares a conflict of interest, a nominated officer will chair that part of the meeting.

Conflicts of interest are deemed where a sub-committee member has a personal, financial, or other interest that could interfere with their ability to act in the best interest of the organization, in this case they would be expected to abstain from voting and could be asked to leave the meeting. Wherever a conflict of interest may be perceived, the matter must always be resolved in favour of the public interest rather than the individual member.