

Terms of reference

1 INTRODUCTION

The Mammary Fold Academic and Research Collaborative (MFAC) is established in accordance with the constitution of The Mammary Fold, its standing orders and scheme of delegation. These Terms of Reference set out the aims, membership, remit and responsibilities, and reporting arrangements of the MFAC and shall have effect as if incorporated into The Mammary Fold's constitution and standing orders.

2 AIMS

In accordance with the constitution of The Mammary Fold, the aims of the MFAC are:

- (1) To enhance patient care and outcomes by promoting, supporting and delivering high quality breast surgery audit, quality improvement and research studies.
- (2) To develop and maintain a national trainee collaborative to facilitate the delivery of high quality audit, quality improvement and research studies in the UK.

3 MEMBERSHIPS

- (1) The Mammary Fold Academic Representative is the *ex officio* Chair of the MFAC committee.
- (2) A minimum of eight additional Members shall be appointed to serve for a minimum term of two years on the MFAC committee. They may then retire but may re-apply and be re-appointed for a further term by majority committee vote. The current serving committee shall decide when new committee Members are needed but should maintain a core membership of nine (including the chair). Members will demit once appointed to and have taken up a consultant post.
- (3) Vacancies on the committee will be advertised on the Association of Breast Surgery/Mammary Fold website and via the newsletter and social media feeds. Applicants must be members of the Mammary Fold, to apply and be appointed to the MFAC committee.
- (4) Members can apply to join the MFAC committee by emailing a letter detailing why they want to be involved and what they will bring to the committee with an accompanying short CV to the current chair of the committee at mfac.research@gmail.com.
- (5) Applications for membership will be considered at the next scheduled MFAC committee meeting and appointments made by majority committee vote. Applications

and appointments can be made at any point during the calendar year as and when vacancies become available.

- (6) The MFAC committee may also maintain a list of trainees who wish to be involved in and contacted about collaborative projects. The Mammary Fold Regional Representatives will assist in maintaining regional contact lists.

4 MEETINGS

- (1) MFAC committee Members must hold at least four meetings each year. They may elect officers, which may include a Treasurer and Secretary, for example. Members will act by majority decision.
- (2) At least three Members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting. Members must attend 75% of the meetings over the course of their appointment.
- (3) If Members have a conflict of interest, they must declare it and leave the meeting while the matter is being discussed or decided.
- (4) Members can invite other individuals to attend committee meetings, where appropriate and necessary.
- (5) Members may make reasonable additional rules to help run the MFAC. Any such rules must not conflict with these Terms of Reference or the law.

5 REMIT AND RESPONSIBILITIES

- (1) The MFAC committee will nurture and maintain a national trainee collaborative capable of both leading and helping to deliver a wide range of high-quality audit, quality improvement and research projects.
- (2) Recognising that regional trainee collaborative groups also exist, the MFAC as part of the Mammary Fold and Association of Breast Surgery (ABS), will be a 'hub' for national collaborative trainee led and delivered audit, quality improvement and research projects. The MFAC may assist, where asked and appropriate, the regional trainee collaboratives to develop, promote and deliver high quality work using the national profile and expertise of the MFAC/ABS.
- (3) The MFAC will encourage trainees to be involved in relevant and important collaborative projects nationally; both those the MFAC are leading and those they are supporting regional trainee collaboratives to lead.
- (4) Where the MFAC have been involved, their participation must be acknowledged in any resulting publications, including but not limited to posters, presentations and publications. Each project supported by MFAC will have an individual publication policy.

- (5) For projects led by MFAC, individual data collected by collaborators may be published or presented locally or regionally, subject to the agreement of the MFAC.

6 MONEY AND PROPERTY

- (1) Any money and property must only be used for the purposes of MFAC and must be held in accordance with the constitution of The Mammary Fold.
- (2) Members shall not receive any money or property from the MFAC or The Mammary Fold, except to refund reasonable out of pocket expenses.
- (3) Members of the MFAC must keep accounts for each research project they are leading. The most recent annual accounts can be seen by anybody on request.

7 REPORTING ARRANGEMENTS

- (1) The Chair of MFAC is the Academic Representative of The Mammary Fold and therefore reports to the Chair and committee of The Mammary Fold.
- (2) The Chair of the MFAC committee or a designated deputy will attend the Association of Breast Surgery Academic and Research Committee meetings to represent the MFAC and Mammary Fold.
- (3) The Chair of the MFAC committee or a designated deputy will present a report at the Annual General Meeting of The Mammary Fold and for the Association of Breast Surgery yearbook as requested.