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Gastroenterology and Endoscopy
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Constitution
Version 9 September 2021

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Current Version	V. 9 (changes to previous version in appendix 1)

The Welsh Association for Gastroenterology and Endoscopy (W.A.G.E.) is the professional leadership group for all aspects of Gastroenterology in Wales. WAGE is a not-for-profit organisation.

Aims

The organisational aim is to improve the care of patients in Wales with gastrointestinal disorders by:

- Providing leadership and professional advice
- Facilitating collaboration between multi-professional groups
- Acting as a forum for disseminating advances within the discipline
- Encouraging higher standards of training and education
- Promoting research and audit
- Facilitating processes for developing all Wales guidelines
- Facilitating patient and public interface

Organisational Structure

The WAGE governance structure comprises of 3 levels, the executive level, networks, and formal links to other national organisations/ groups.

Executive	Executive Committee
	Core Executive Group
Networks	Nurses and Allied Healthcare Professional Network
	Education and Training
	Research and Audit
	Pathology
Links	British Society of Gastroenterology (BSG)
	Joint Advisory Group for Gastroenterology (JAG)
	IBD Wales committee
	National Liver Strategy Implementation Group
	British Association for the Study of the Liver (BASL)
	National Endoscopy Programme (NEP)
	Association of Coloproctology of Great Britain and Ireland (ACPGBI)
	Association of upper gastrointestinal surgery of Great Britain and Ireland (AUGIS)
	British Society of Paediatric Gastroenterology, Hepatology and Nutrition (BSPGHAN)
	British Society of Gastrointestinal and Abdominal Radiology (BSGAR)
	British Association for Parental and Enteral Nutrition (BAPEN)

Sub specialty groups such as small bowel, pancreas, cancer, and others are represented by coopting leading or interested professionals in Wales into executive committee meetings as necessary.
The Executive Committee is the major power- holding group within WAGE, responsible for setting policy and strategic direction. The Core Executive Group operates on behalf of the Executive Committee to undertake operational duties and day to day running of the organisation. Executive and network level groups operate according to agreed and up to date terms of reference. Members of these groups operate within the boundaries of their role profiles and report to the Executive Committee.
Representatives for external national organisations and networks become part of the WAGE Executive Committee and provide two- way communication.

Membership

Membership of WAGE is open to any individual currently working within the field of gastroenterology or endoscopy in Wales who is interested in achieving the aims of the organisation. Application for membership must be made via the WAGE website and vetted by the administration team to ensure relevance of professional background. Where doubt exists applications must be discussed with the Core Executive Group.

Fees

Membership fees are based on salary. Nurses/ allied healthcare professionals and trainees' fees are based on 50% and 75% of full membership fees respectively and must be paid by standing order on the 1st of October each year. Fees will be reviewed regularly at the Annual General Meeting.
Current (2021) membership fees:

- Consultant or medical equivalent – full membership fees £100
- Trainees, managers, and nurse or allied healthcare professional band 6 and above Agenda for Change (AFC) - £50
- Nurse and allied healthcare professional band 5 AFC and below / Retired - £25
- Students- free of charge

Honorary membership may be awarded at the discretion of the Executive Committee and is free of charge. This includes individuals not based in Wales, students, retired professionals and those not satisfying the criteria above.

Voting

All members except honorary and student members have full voting rights comprising of one vote each for election of officers, ballot for constitutional change and anything else at the discretion of the Executive Committee.

Ending Membership

Termination of membership is possible after full consultation and majority vote by the Executive Committee if the individual concerned and their representative have had the opportunity to be heard by the Executive Committee. Termination of membership will be a rare event but

considered if an individual member has brought the organisation into disrepute, has committed a significant criminal offence, or no longer satisfies the membership criteria.

Roles and Responsibilities

Executive Level

Executive Committee

The WAGE Executive Committee undertakes strategic planning and decision making for the organisation according to their terms of reference. They will agree a strategic plan and annual operating plans and ensure activity and expenditure aligns.

The Executive Committee is chaired by the President and comprises of all WAGE officers and nominated representatives from networks and linked organisation as described below:

WAGE Executive Committee Membership
Officers
President (Chair)
Vice President (Vice chair)
Secretary
Nurse/AHP Lead
Treasurer
Communications Lead/s
Education and Training Lead
Research Lead
Administration Lead
Appointed Leads
Surgical Trainee lead
Medical trainee lead
Joint Advisory Group for Gastroenterology (JAG)
British Society of Gastroenterology Clinical Services and Standards (BSG CSSC)
BSG Nursing Association (BSGNA)
Pathology network
Representatives from linked organisations
Association of Coloproctology of Great Britain and Ireland (ACPGBI)
National Liver Strategy Implementation Group
British Association for the Study of the Liver (BASL)
National Endoscopy Programme (NEP)
Association of upper gastrointestinal surgery of Great Britain and Ireland (AUGIS)
IBD Wales committee
British Society of Paediatric Gastroenterology, Hepatology and Nutrition (BSPGHAN)
British Society of Gastrointestinal and Abdominal Radiology (BSGAR)
British Association for Parental and Enteral Nutrition (BAPEN)

WAGE officers work in accordance with their role profile and provide leadership for the following strategic objectives:

- President- governance and leadership
- Vice President- quality and service improvement
- Communication Leads- engagement, communication, and public and patient involvement
- Education and Training Lead- education and training
- Research Lead- research and audit

Core Executive Group

The Core Executive Group are a smaller, more agile group with the power to act on behalf of the Executive Committee for day to day running of the organisation according to their terms of reference.

The Core Executive Group is chaired by the President to manage operational delivery of the organisation and prioritise issues for the Executive Committee to address.

The Core Executive Group will not develop or amend policy or constitutional documents but will be responsible for implementing policy in line with standard operating procedures. The Core Executive group reports to the Executive Committee and comprises of:

- President
- Vice President
- Secretary Treasurer
- Communications Lead/s
- Nurse/Allied Healthcare Professional Network Lead
- Administrative coordinator

Education and Training and research leads will be co-opted into the Core Executive Group as necessary.

Networks

Networks are established and managed by WAGE and led by officers feeding into the executive committee. Each network operates according to terms of reference and provides two-way communication between the Executive Committee and relevant peer group.

Links

As the Welsh professional leadership organisation for all groups of staff relating to gastroenterology and endoscopy, WAGE and its members interact with many other national groups. Two- way communication is ensured by appointing leads to represent WAGE on external organisations and by organisations nominating leads to represent them on the WAGE Executive Committee.

Appointed Leads

WAGE is represented on the British Society of Gastroenterology Clinical Standards and Services Committee (BSGCSSC), BSG Nurses Association (BSGNA) and the Joint Advisory Group for Gastroenterology (JAG).
Expressions of interest are invited for members to represent WAGE on each of these committees and successful candidates appointed at interview. WAGE representatives for each of these committees act according to their role profile and become members of the WAGE Executive Committee for the duration of their tenure with the external committee.

Representatives from Linked Organisations

Each relevant national organisation is asked to nominate a representative to sit on the WAGE executive committee and provide two-way communication with their organisation.
Where national organisations for sub-specialty groups do not exist, the Executive Committee will refer to lead or interested professionals and co-opt them into meetings of the Executive Committee when necessary.

Officers

Officers are members of WAGE who are elected to the following positions within the organisation:

- President
- Vice President (President Elect)
- Secretary
- Treasurer
- Communications Lead
- Nurse and Allied Healthcare Professional Lead
- Research Lead
- Education and Training Lead
- Pathology Lead

The Vice President is elected by members through nomination and ballot and appointed to a twoyear tenure. After two years the Vice President automatically becomes President, and a new Vice President is elected.

All other officers are recruited following advertisement for expressions of interest and focused interview if more than one candidate satisfies the requirements of the role profile. Interview will be conducted by three members of the Core Executive Group including the President and/or Vice President. If there is only one candidate and they satisfy the requirements of the role profile the position will be awarded to them, if not the post will be re-advertised.

All tenures end at the October annual general meeting and expressions of interest or nominations for each officer post will be invited in advance of the end of tenure for the current post holder.

Officers serve a term of:

- President 2 years
- Vice President 2 years- then becomes President
- Secretary 3 years
- Treasurer- 5 years
- Lead Nurse/Allied Healthcare Professional 3 years

- Communications Leads 2 years
- Research Lead 4 years
- Education and Training Lead 4 years
- Pathology Lead 3 years

Meetings

The Executive Committee meets routinely twice a year at the spring and autumn conferences with additional meetings arranged when necessary and e mail contact in between as appropriate. The Annual General meeting is open for all members to attend and will be held during the October conference.
The Core Executive Group meets on alternate months throughout the year with additional meetings called when necessary at short notice and e mail contact in between as appropriate.

Conferences

Two conferences will be held each year in spring and autumn where members can meet in person. When this is not possible physical meetings will be replaced with virtual events. Virtual events are free of charge, but there will be an additional cost to attend a physical conference, set by the Executive Committee. The cost of attending a conference will be reduced for nurses and allied healthcare professionals, managers, and trainees to 50% and 75% of the cost for full members in line with levels of membership fee. Honorary members will pay for conferences according to their professional background in line with levels of membership fee.
Non- members can join a conference at an inflated price agreed by the Executive Committee. The spring conference is held in March at a location agreed by the Executive Committee and is a whole day educational event. Content is decided by the Core Executive Group based on feedback from members and training needs analysis.
The Autumn conference is held in October at a location agreed by the Executive Committee each year and is preceded by an away day. Both days are educational, with content agreed by the Core Executive Group.

Finance

WAGE is a private members society with its own private society bank account and is a not-forprofit organisation.
Income is from sponsorship for WAGE conferences and online training events and membership fees.
When expenses for travel, subsistence and accommodation are not covered by individual executive members NHS organisations, WAGE will reimburse costs incurred whilst undertaking official WAGE business.
The Treasurer will approve financial transactions on behalf of the organisation and circulate a balance sheet to all members in advance of the Annual General Meeting in October where it will be presented. The balance sheet will also be available on the WAGE website.

Accounts will be audited annually by an independent auditor and results will be available on the WAGE website.

Communication

Communication Leads are responsible for communicating and engaging with all stakeholders in line with the WAGE stakeholder analysis and engagement plan and according to standard operating procedures.

Officers will develop additional communication with members when necessary and distribute according to standard operating procedures.

Awards and Bursaries

WAGE is committed to member's professional development and recognition of achievements. The WAGE training and development framework is aligned to the strategic and annual operating plans and comprises of:

- Free monthly virtual training sessions
- Nationally provided and funded generic courses
- An annual bursary

Applications for courses and bursaries are made via the WAGE website according to standard operating procedures. Training places and bursaries are awarded at the discretion of the Core Executive Group and are subject to available funds.
Presidents' medals will be awarded each year at the Annual General Meeting. If suitable nominations are received, medals will be awarded to one consultant or medical equivalent, one trainee and one nurse or allied healthcare professional member who have made exceptional or significant contributions to Gastroenterology or Endoscopy services in Wales. Nominations will be invited in advance and medals awarded at the discretion of the Core Executive Group in line with standard operating procedures.

Amendments to the constitution

Members can suggest amendments to the constitution by writing to the Core Executive Group for consideration at the next meeting. The Core Executive Group will discuss and escalate to the Executive Committee if necessary. Feedback will be given to the individual raising the suggestion for change by the Core Executive Group. Minor amendments to the constitution can be agreed by the Executive Committee. Members must vote for major amendments by ballot with more than 50% of responses in favour of accepting the changes necessary for approval.

Appendix 1 Additional and amendments from previous version

Additions	Amendments
Organisational structure	

Three levels: • Executive • Networks • Links with external organisations	Executive Committee sets strategic direction and policy
Development of Core Executive Group	Executive Committee delegate powers to Core Executive Group for operational duties
Development of Nurses and Allied Healthcare Professional Network to replace the Associates Committee	
Development of a Welsh GI Pathology network	
Development of an education and training network	
Development of a research network	
Formal links established with all relevant national organisations	
Terms of reference for all groups	
Role profiles for members of executive level groups and appointed representatives	
Standard operating procedures for routine activities	
Membership	
Membership fees: Introduction of nurses/Allied Healthcare Professional/managers and trainee's membership fees @ 50% and 75% of consultant fees	Voting- one vote for each member (except honorary and student members) regardless of membership fee
Application verified by Core Executive Group if membership criteria not satisfied	Honorary membership- not restricted to those living in Wales or retired

Additions	Amendments
Student membership free- classed as honorary members	Application for membership via website only
	Fees paid by standing order only on 1st October each year
Roles and responsibilities	

Executive Committee: • Agrees strategic and annual plans • Comprises of all officers and nominated representatives • President- lead for governance/leadership • Vice President- lead for quality/Service Improvement • Research Lead- leads research and audit • Training lead- leads education and training Core Executive Group: • Operational management • Comprises of president, vice president, secretary, treasurer, nurse/AHP Lead, communication lead/s and administrator • Training and research lead co-opted when necessary Networks: • Lead by relevant officers Links: • Appointed leads for BSGCSSC, BSGNA and JAG • Role profiles for appointed leads • Appointed leads on executive committee for duration of tenure • Representatives from linked organisations- organisations asked to nominate	Executive Committee: • Past president no longer member • Training Programme Directors now sit on training network rather than Exec Committee
Officers	
Development of a lead nurse/Allied Healthcare Professional officer post	All officer tenures to end at AGM
Development of an Education and Training Lead officer post	President/Vice President elected by members through nomination and ballot.
Development of a research lead officer role	All other officers recruited by expression of interest and interview
Officers given lead roles for strategic objectives- vice present to lead on quality and service improvement	

Additions	Amendments
Meetings	
Core Executive Group to meet on alternate months throughout the year	Executive Committee to meet at least twice per year- spring and autumn conferences- e mail contact when necessary
Conferences- in Spring and Autumn- in person if possible, virtual if not	The Annual General Meeting will be held in October during the Autumn Conference
Conference fees to be agreed by Executive Committee and be scaled according to salary in line with membership fees	All members are to pay for each conference including honorary members and students.
	Conferences are open to non-members at an inflated cost agreed by the Executive Committee
Finance	
Annual independent audit of accounts with results on Website	
Communication	
Communication and engagement in line with stakeholder's analysis and engagement plan	
Training, Awards and Bursaries	
Free monthly training sessions	Bursary for any course or professional development opportunity with benefit to service
Nationally provided and funded generic courses	
President's medal for recognition of outstanding contribution to field	
Amendments to the Constitution	
Major changes approved following e mail ballot of members rather than postal	More than 50% of members responding to the ballot must vote in favour of accepting the changes before they can be approved.