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**Application to join the Professional Affairs Committee**

**(The British Association of Prosthetists and Orthotists)**

This committee deals with the professional issues that affect the Association and its members. It carefully considers issues that have a direct bearing on the daily practice of Prosthetists, Orthotists, Technicians and Assistants. The Professional Affairs Committee is responsible for the publication and development of our guidelines and ethical code. It is currently leading BAPO’s clinical treatment series, NICE consultations and outcome measures project.

**How the committee works and what will be expected of you:**

The committee consists of a Chair and a Vice Chair, who are responsible for organising and chairing the committee meetings, they will also be expected to lead the committee and drive the project streams as well as reporting the committee’s progress to the Executive Committee.

Working on the Professional Affairs Committee often gives you the opportunity to work on specific projects either individually or with your colleagues. If you agree to take on a project you will be expected to keep the committee up-to-date on your progress and if you require help, the committee Chair will ensure this is afforded to you.

All members of the committee work on a voluntary basis and as such we are acutely aware that your time is precious, and we are grateful for the time committee members offer to their Professional Body. However, in order for the committee to run effectively and to ensure workload is kept to a minimum, we ask applicants to be clear on what they can and cannot commit to and that they understand the importance of effective communication and engagement.

BAPO welcomes applicants of all levels of experience, including P&O students.

If you would like to become a member of this committee, please complete the information below and return it to [enquiries@bapo.com](mailto:enquiries@bapo.com). Please note you must be a member of BAPO to join this committee.

In order to comply with General Data Protection Regulations (GDPR), BAPO will provide you with a bapo.com email account which should be used for all committee related email communications. Committee members should not use their personal email account to send or receive BAPO committee related emails.

Committee members should log out of the email account after each use to maintain security, and should not share the login details with anyone.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BAPO membership No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address (this will be our primary method of communication): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you practice as a Prosthetist or Orthotist?

Orthotist Prosthetist Prosthetist/Orthotist I am a P&O student

1. Can you commit to attending a virtual committee meeting six times per year? (Usually 1-2 hours long every other month, usually held in the evenings).

Yes No

1. If you have stated no, how often can you attend Committee meetings?

I can’t commit to attend any committee meetings.

I can attend meetings, but I am not available during these times/days ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Professional Affairs Committee relies on effective communication between its members, can you commit to a timely response to emails, even if this means letting your committee colleagues know you are not available for comment?

Yes, I can commit to responding to committee emails in a timely manner.

No, I cannot commit to responding to committee emails in a timely manner.

BAPO is aware that circumstances change and there may be times when you need to step down from committee commitments for a period of time, all we ask is that you communicate this to the committee Chair so any projects you might be working on can be considered in terms of placing them on hold, passing them to a committee colleague or maybe asking a colleague to work on specific tasks during your absence.

**I confirm I have read the application form and I understand the commitment required as a member of the Professional Affairs Committee.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**