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**Application to join the Editorial Committee**

This committee is responsible for the production of the BAPOConnect. This will involve the sourcing/writing of material for the magazine, chasing outstanding items and proofreading prior to the publication and distribution. We also liaise with other committees to highlight and help with any projects they may be working on.

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

The Committee consists of its members, 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 Editorial Committee is a rewarding role – three times a year we produce a magazine that is of interest, informative and relevant to our profession. All BAPO members receive the magazine as part of their membership. If you agree to take on a task 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 too 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 and technicians.

If you would like to become a member of this committee please complete the information below and return it to [enquiries@bapo.com](about:blank). 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 or Technician?

Orthotist Prosthetist Technician I am a P&O student

*The Editorial Committee relies on effective communication between its members; the majority of communication is conducted via email with the occasional virtual meeting.*

1. Can you commit to a timely response to emails, even if this just means letting your Committee chair know you are not available to fulfil the task asked of you?

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.

1. Can you commit to attending virtual committee meetings when arranged? (Usually a few hours long, held in the evenings).

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 hold, passing them to a Committee colleague or maybe asking a colleague to work on specific tasks during your absence.

1. BAPO uses social media to share information about the organisation and other updates that are considered of interest to the prosthetist and orthotist community.  Please search for BAPO on Facebook, Twitter and LinkedIn. If you use Twitter and are happy for BAPO to “follow” you please share your Twitter handle below:

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

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