

STEERING COMMITTEE OF THE UK TRANSLATIONAL RESEARCH NETWORK IN DERMATOLOGY (UK TREND)

CONSTITUTION

1. Purpose of the Steering Committee

The role of the Steering Committee of the Translational Research Network in Dermatology (UK TREND) is:

- To support, facilitate and further develop internationally-leading, translational research in skin biology and skin disease across the UK for the *direct* benefit of patient care.
 - In this context, translational research may be defined as the direct application of basic and applied research to patient care. This may encompass diagnostics, biomarkers, disease mechanisms and development of new therapies that then impact on clinical practice.
 - Work in conjunction with UK dermatology clinical trials network (UK DCTN, <http://www.ukdctn.org/home/>) and minimise duplication of efforts.
 - Where appropriate to facilitate international and cross-speciality collaboration.
- To facilitate collaborative working involving clinicians and basic scientists and engagement in skin research.
 - Sharing of expertise/resources.
- To develop a UK strategy for translational research in dermatology and skin biology.
- To engage and collaborate with the pharmaceutical industry and Biotech.
- To train, mentor and equip the next generation of basic and clinical scientists in dermatological research.
- To engender a research active and supportive environment in our clinical departments and research institutions.
- To raise the profile of dermatology and skin biology research both nationally and internationally.
- To engage with stakeholders and funding agencies (including MRC/Wellcome/NIHR/CRUK)
 - Capacity building in dermatological research
 - Aim to develop a Translational Research Partnership in dermatology.
- To gather and disseminate information.
 - To identify new opportunities for funding and transmit this to the dermatological research community.
 - To locate resource/expertise/techniques/methodologies to facilitate interactions and enable trainees to identify relevant centres fitting with their interests.

2. Relationship to the BAD Membership and Executive Committee

The Steering Committee of the UK TREND is formed by and report to the BAD Research Sub-committee and is answerable to the Executive. An Executive Officer will be a member of the subcommittee and represent it at the Executive Committee meetings. The Chairman of the Steering Committee may be requested to attend the Executive Committee if there are issues of concern.

3. Membership of the Steering Committee of the UK Translational Research Network in Dermatology

The Steering Committee of the UK TREND will be composed of a Chairman, BAD Academic Administrator who shall be a member of the BAD administrative staff and the following elected members:

- Deputy Chairman - shall be elected to support the chairman and take over if necessary
- BAD Academic Vice President
- Chairman (or representative) of the BAD Research Sub-committee
- Chairman of the BSID

- BAD Research Trainee Representative
 - Clinical Academic Representative
 - Clinical Dermatologist Representative
 - Non-clinical Academic Representative
 - Scientists from Pharma Representative
 - Lay Person
- The Chairman will be selected from current members of the Steering Committee. The name or names of those wishing to put themselves forward will be taken to the next Steering Committee meeting. If more than one member stands for Chairman, the Steering Committee will hold a ballot using the single transferable vote system.
 - Membership of the Steering Committee will normally be open to BAD and non-BAD members. This will also include non clinical scientists.
 - Expressions of interest will be invited through the British Association of Dermatologists Newsletter, circulated to BSID membership or other mailings. The Chairman will bring these expressions of interest to the next Steering Committee meeting for discussion and may appoint directly thereafter.
 - The Chairman will have the power to co-opt additional members as required following approval by the Officers of the Executive Committee.

4. Membership of the Advisory Committee of the UK Translational Research Network in Dermatology

An Advisory Committee will be formed to advise on strategic direction and comment on responsive mode proposals. Membership of this committee will be decided by the Steering Committee and may change on an annual basis.

5. Terms of Office for members of the Steering Committee

- The Chairman shall serve for a three-year term and with an extension as Past Chairman for a further one-year term except the first Chairman whose term will be extended to two years.
- Members shall serve for a three-year term renewable for a further year.
- After completing their terms of service, members are eligible to stand for reselection to the Steering Committee of the Translational Research Network in Dermatology after three years.
- The maximum duration on the Steering Committee will be seven years, but in most cases it will be four years.
- A member of the Steering Committee shall cease to hold office if they:
 - Fail to attend at least two meetings in a two year period
 - Notify the Committee of a wish to resign

6. Agenda and Minutes

The Chairman and Steering Committee administrator shall prepare the agenda for meetings. Minutes will be taken by the Academic Administrator and distributed to members of the Steering Committee in a timely fashion. Copies of minutes will be circulated to the President and Honorary Secretary of the British Association of Dermatologists.

7. Financial Arrangements

The British Association of Dermatologists shall bear the costs of a meeting room and facilities at BAD House and, when necessary, at the Annual Meeting of the Association. These shall be arranged through the Steering Committee administrator.

Travel expenses shall be paid to all Steering Committee members.

The Officers, who will seek the approval of the Executive Committee at their discretion, must approve any decision of the Steering Committee involving expenditure by the British Association of Dermatologists.

8. Frequency of Meetings

A minimum of three meetings will be held per annum.

9. Review of Subcommittee Activity

The Chairman shall prepare a report for the Annual General Meeting of the British Association of Dermatologists.

The Executive Committee will review the purpose and progress of every subcommittee in January each year.