

# BMA committee visitors scheme

## Application form

The BMA committee visitors scheme gives you the opportunity to learn more about BMA work and how members have their say in how the profession is run. For any queries regarding the scheme please contact [CVS@bma.org.uk](mailto:CVS@bma.org.uk).

- If applying for a branch of practice committee then you must be affiliated with that branch of practice.
- To be eligible you must never have attended the committee being applied to as a representative, deputy, or observer.
- Preference is given to members who have not participated in the BMA committee visitors scheme before.
- Seats are distributed on a first-come, first-served basis.
- If the committee you are applying to is full you will be offered a place on your second or third preference committees, or added to a waiting list.
- Visitor seats are non-voting positions. When taking part in this scheme you are not a representative of the committee or the BMA.
- Travel, accommodation, and childcare expenses, as well as the cost of any reasonable adjustments, will be met.
- Visitors are not eligible for honoraria.

**If you would like to apply for a place on the BMA committee visitors scheme please enter your details below:**

<b>Name</b>	Click here to enter text.
<b>BMA membership number</b>	Click here to enter text.
<b>Branch of practice</b>	Click here to enter text.
<b>Preferred email address</b>	Click here to enter text.
<b>Preferred phone number</b>	Click here to enter text.

**Please enter the names of the councils or committees that you would like to apply to, in order of preference:**

Please note that if you are applying for a branch of practice committee you must be affiliated with that branch of practice.

<b>First preference</b>	Click here to enter text.
<b>Second preference</b>	Click here to enter text.
<b>Third preference</b>	Click here to enter text.

**Have you sat on any BMA UK committees before? Please tick**

Members who have previously sat on a BMA UK committee are not eligible to participate in this scheme. Members who have previously or currently sit on a regional or national committee are eligible for the scheme.

Yes  No

If yes, please list the committees below and the dates during which you were involved:

**Please declare any conflicts of interest or sanctions within the BMA below:**

A conflict of interest can be defined as a set of circumstances that creates a risk that an individual's ability to apply objective judgement or act in one role is, or could be, impaired or influenced by a secondary interest.

**Information for memorandum of understanding letters and declarations for internal elections**

- The BMA can only function with the contributions of those members who wish to participate as representatives. In order that BMA representatives can work together effectively the following principles are important.
- In order to speak on behalf of the BMA you must have been authorised by the press office and your committee chair. As you are not authorised you must decline any invitations to comment on behalf of the BMA.
- When taking part in this scheme you are not a representative of the committee or the BMA. A non-voting visitor seat has no formal designation, therefore, when speaking you should not identify as a BMA representative. For example: 'I am Dr McCoy, a BMA visiting member of the consultants committee'.
- When speaking in a personal capacity you should explicitly ask not to be identified as a BMA representative.
- Committee officers should coordinate media engagements with the press office.
- You should declare conflicts of interest to your committee chair/committee secretary as appropriate.
- You should uphold the confidentiality of your committee when requested. If in doubt, ask the committee chair.
- You should behave in a professional manner at all times. Robust debate is sometimes essential informing policy, but you should always treat patients, colleagues and staff with respect.

**Personal data authorisation**

With reference to UK GDPR we require your consent for the BMA to process your personal data in furtherance of the normal business of committees and the BMA for the duration of your committee visit (one meeting). For example, your email address can be disclosed to internal committee members, external bodies and group emails. Please see the [BMA privacy policy](#) for further details.

Do you consent to the BMA processing your personal data for committee business?

Yes  No

**Confidentiality agreement**

You will be a visiting guest at the committee meeting you attend. While attending the committee meeting, you will be privy to discussions and information that is sensitive to that committee and the BMA. Discussions held and information conveyed at the committee meeting are confidential and should be kept in strict confidence. You will have an ongoing obligation to adhere to the [BMA code of conduct](#) and the [BMA confidentiality policy](#) which may be amended from time to time (both documents can be accessed accessible through the links above or upon request). Failure to comply with your duty of confidentiality can result in you being subject to the [BMA resolution process](#).

BMA privacy policy: [www.bma.org.uk/about-us/legal-policies/privacy-policy](http://www.bma.org.uk/about-us/legal-policies/privacy-policy)

BMA code of conduct: <https://www.bma.org.uk/media/5655/bma-code-of-conduct-march-2022.pdf>

BMA confidentiality policy: [www.bma.org.uk/media/2350/bma-confidentiality-policy-march-2020.pdf](http://www.bma.org.uk/media/2350/bma-confidentiality-policy-march-2020.pdf)

BMA resolution process: <https://www.bma.org.uk/media/4982/bma-resolution-process-jan-2022.pdf>

Please tick this box to confirm that you agree with the above terms.

**Please sign and date here, before returning this form to [CVS@bma.org.uk](mailto:CVS@bma.org.uk).**

Name:	Date:
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