

## Terms of Reference – IPEM Members Advisory and Prioritisation Council

### Purpose

To provide oversight and effective member-led prioritisation of IPEM's activities inclusive of educational, scientific, professional & policy.

### Functions

- A forward-looking perspective, identifying IPEM's future strategic priorities to meet the needs of the Medical Physics and Clinical Engineering (MPCE) community, to include areas of innovation and addressing emerging trends.
- Acting as the overarching Council providing longer term direction to the work of the wider volunteering structure ensuring maximum impact and efficiency of IPEM's work
- Providing overarching scrutiny and evaluation of the volunteering structure to ensure its effectiveness and impact - which includes Committees, Task and Finish Groups (TFGs) and Special Interest Groups (SIGs).
- On an annual basis, leading an evaluation of the volunteering structure to ensure the longer-term strategic impact of IPEM, which includes:
  - scientific and technical domains
  - professional, clinical, and workforce-related TFGs and SIGs.
- The approval of the creation and closure of TFGs and SIGs ensuring alignment with the strategic objectives of the Science, Technology and Engineering Committee (STEC) and Education and Professional Standards Committee (EPSC) where relevant.

### Frequency and conduct of meetings

The Members Advisory and Prioritisation Council (MAPC) will meet at least four times a year. Meetings will be held before Finance and Business Planning meetings, which are a month prior to Trustee meetings. This is to ensure effective escalation.

The President will chair all meetings of the Council. In their absence, the meeting will be chaired by either the Past President, President-Elect, Director of EPSC, Director of STEC or IPEM CEO.

The Chair shall ensure that minutes are produced from the meeting and stored on the Teams site.

### Reporting arrangements

This Council will report to the Board of Trustees by way of an action plan detailing workstreams undertaken by EPSC and STEC. While the action plan is presented as an overview, the focus will alternate.

Month	Report to Board of Trustees	Who
February	Action Plan of Council - focus on STEC	Director of STEC
May	Action Plan of Council - focus on EPSC	Director of EPSC
September	Action Plan of Council - focus on STEC	Director of STEC
November	Action Plan of Council - focus on EPSC	Director of EPSC

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There shall be a standing agenda of review of existing workstreams. National Office will be responsible for collating proposals.

### Membership

The Members Advisory and Prioritisation Council will be made up of;

- President
- President Elect/Past President
- Member Trustees
- Committee Directors (EPSC and STEC)
- VP Scotland, Wales, NI
- VP International
- VP Academic
- VP Engineering
- VP Medical Physics
- Representative from SIG Chairs on rotation (1 year term that can be renewed depending on individual SIG Chairs term)

IPEM's CEO and SLT will be in attendance.

Appointments to the Council shall be for the length of time indicated in the respective role description, and the role descriptions will include attendance at this Council. The Council will approve applications for the Vice President roles.

### Inclusion and Diversity

Inclusiveness is one of IPEM's strategic values and is understood as meaning "enabling a diverse and inclusive professional community". This principle should be considered in all decisions, actions and areas of the organisation including the membership of its committees. Diverse groups make better decisions and by being more representative of patients and the public we can achieve our charitable objective. [IPEM's EDI policy](#)

### National Office Contact

The dedicated contact in the national office for the Council is Operations and Governance Manager. Their [name and contact details](#) are listed on the IPEM Website.

The National Office will be responsible for collating documentation to support the effective management of the Council and for receiving proposals and updates on progress from members.