Subject: Internal Regulations concerning the BelSECT Subcommittees

dd. 2/1/2018

Purpose:

This document serves as the internal regulation regarding the organization of the different subcommittees. It sets the rules for the creation, organization, tasks and duties, composition and election of members for the subcommittees.

Introduction:

BelSECT is the professional organisation for all Belgian perfusionists. It is a non-profit organisation. The mission of BelSECT is to:

- develop the profession of perfusion in Belgium
- represent the members of our society towards the authorities and other private and public organisations, national and international
- create a platform to meet and discuss
- organize educative evenings to support continuous education
- organize a biannual conference to get in touch with an international group of speakers and interested people

In order to be able to carry out the tasks to accomplish the missions of the organization, different subcommittees have been created in the past. This document describes the internal operation of those subcommittees.

The members of BelSECT have been able to revise the document, comment on it, and have approved the final version of this document.

The BelSECT has four subcommittees at this moment, and also provides a country delegate for the European Board of Cardiovascular Perfusion (EBCP).

- The Education and Training Subcommittee
- The Scientific Events Subcommittee
General Rules

The different subcommittees, as well as the EBCP delegate, report to the BoD on a regular basis with a minimum of once per year (during Annual General Meeting). They provide the reports of their meetings and of their activities.

Every first of December the coordinators will be asked to provide a short presentation with their report of last year’s activities. The coordinator will send this presentation before the 15th of January to the BoD.

The coordinators of each subcommittee will present this during the Meeting with the Industry and the Annual General Meeting after approval of the BoD.

A short summary of news and activities can be transferred through the BelSECT Newsletter, to report to the members of BelSECT. Any news, solely intended for members can be submitted to the Secretary who will communicate the news by email to the members.

The BoD reports to the members during the Educational Meetings in the form of an oral transfer of news.

The coordinator of each subcommittee decides the policy in their respective subcommittee, summons the members of the subcommittees for regular meetings and makes reports for the BoD, the BelSECT members, and the public if needed.

The coordinator can add temporary members to a subcommittee, in accordance to the BoD. Every year, during the AGM, the temporary member can be elected for a function in the subcommittee.

Subcommittees

The subcommittees can only be composed by members of BelSECT, regardless of how long they have been member.

Every subcommittee is led by a coordinator.

The coordinators are appointed by the BoD, in accordance with the members of the subcommittees.

Every member and coordinator of each subcommittee will be re-elected every two years, together with the elections for the BoD. Current members of each subcommittee as well as the coordinator, will be asked two months in advance of the Annual General Meeting, whether they wish to continue their role in the subcommittee. An answer to that question should be provided within one month.

Any member can put himself forward for a role as member or coordinator of a subcommittee. The BoD will call for candidates two months before the Annual General Meeting. An answer should be provided within the next month.
The list of members wishing to continue their role, and of the candidate members, will be provided two weeks before the election will take place.

Every member of BelSECT can propose to the BoD to create a new subcommittee. It is the BoD who has the final decision whether a new committee is established or not.

**EBCP delegate**

The position can only be taken by a member of the BelSECT, who has been member for at least 3 consecutive years. Rules for election and re-elections for the EBCP delegate are the same as for other functions in a subcommittee.
Mission and Tasks of the Subcommittees

The Education and Training Subcommittee

Mission: to safeguard the quality and conformity of the education and training of perfusionists in Belgium

Tasks:
- make sure the education and training is conform the European guidelines
- keep contact with the perfusion schools
- follow up the curriculum of the perfusion schools
- organize the theoretical and practical EBCP exams for the trainees (in coordination with the EBCP delegate)
- at request of the Education Coordinator of the school, look for teachers and educators and propose them for the perfusion schools
- search for extra questions for theoretical exam of EBCP

Since the Education and Training Subcommittee is in close coordination with the perfusion schools, the coordinator of this subcommittee is a representative of one of the perfusion schools; changing every two years.

The Scientific Events Subcommittee

Mission: to organize the biannual International Symposium on Perfusion (even years) and organize the Educational Evenings (5 evenings/year, 3 evenings/year in the year of the Symposium)

Tasks:
1. Organize the biennial Symposium:
   - provide a location
   - organize the sessions
   - invite speakers
   - provide subjects
   - make sure the symposium keeps it international character (8 EBCP recertification points)
   - provide catering, lodging and transport for delegates and invitees
   - provide a present for the speakers
   - provide a list of people present to make certificates
   - provide accreditation points for Belgian doctors (list of attendees, INAMI,...)
   - organize the presentations and make them available for the public
   - look for sponsors and organize funding in accordance with the MDEON regulations
   - provide logistics during the meeting
   - announce the meeting and deadlines and maintain the website (in accordance with the Communication Subcommittee)
   - safeguard a healthy financial balance

2. Organize the Educational Evenings:
The Scientific Events Committee is provided a budget by the BoD to make sure the Symposium and Educational Evenings can be organized.

**The Communication Subcommittee**

**Mission:** create a platform in order to keep the members and other societies informed about the activities organized by the organization through different channels.

**Tasks:**
- maintain the website
- maintain a member area on the website
- provide news around perfusion, jobs, product updates, regulation of medical devices...
- maintain a calendar of perfusion events (symposia, meetings...) and communicate to the members
- maintain contact with other perfusion organizations
- update the membership
- publish newsletters (one before each Educational Evening) with news from the BelSECT BoD and subcommittees, recent literature, news, jobs, calendar of events

**The Governmental Subcommittee**

**Mission:** maintain contact with the different authorities and maintain the quality of the perfusion profession, education and training in accordance with the EBCP regulations

Note: due to the complexity and diversity (multiple regional authorities, many meetings) of the tasks of this subcommittee, this subcommittee is composed of members of the BoD, members of the Education and Training Subcommittee and representatives of the perfusion schools.

**Tasks:**
- frequent the meetings of the respective authorities to keep up with the legislation
- maintain the quality of the perfusion profession, education and training by lobbying
- integrate into working groups regarding the status of the profession
- work together with the different professional organizations
- follow up the progress and decision making of the ministry of public health concerning our profession
• collaborate with and integrate in the National Council of Nurses (=advisory commission of the ministry of public health)

The EBCP Delegate

Mission: provide the liaison between the EBCP and the Belgian perfusion community

Tasks:
• frequent the board meetings of the EBCP (2x/year)
• report about the activities of the EBCP
• defend the interests of the Belgian perfusion community in the EBCP
• maintain contact with the different member states of the EBCP
• provide and revise the books for trainees
• organize the examination of new EBCP membership and certification candidates
• organize the written and oral examinations for the EBCP membership and certification candidates
• organize the recertification of the Belgian EBCP perfusionists

This document was presented for revision and commented upon by the members of the BelSECT. Approved on the 2018 Annual General Meeting, held on --/--/2018, in Wemmel, Belgium.

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