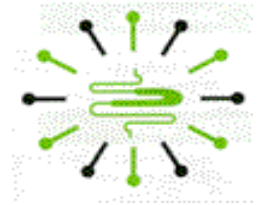


Bowel Cancer Support Group

South London and Surrey



Terms of Reference - 2010

The Bowel Cancer Support Group is a group open to any patient, family member, carer or friend affected in any way by bowel cancer.

Aims:

1. To support and help each other
2. To provide information so as to keep abreast of medical progress
3. To provide awareness of local facilities such as those provided by the South East Cancer Help Centre and other organisations such as Macmillan
4. To create a working relationship with health professionals in our area
5. To promote awareness of bowel cancer in the local community

We will try and achieve our aims through:

1. Holding monthly meetings on the first Wednesday of each month from 7.00 to 9.00pm at the South East Cancer Help Centre, Purley.
2. Inviting health professionals eg. consultants, doctors, colorectal nurse specialists, dieticians, etc. to speak at our meetings
3. Providing opportunities at our meetings for general discussion and support in a friendly and confidential setting
4. Sharing information and knowledge through a web site to be regularly updated
5. Working with organisations such as Bowel Cancer UK to promote awareness
6. Organising fund raising activities and social events
7. Making financial help available for members who need it for travel expenses to our meetings etc.

Three important points to make about the Group, our meetings and information held:

1. We have no medical qualifications amongst the Group members
2. We trust that the conversations between Group members remain completely confidential to the Group meetings.
3. Personal data such as profiles, email addresses and mobile/telephone numbers will be held in confidence unless permission is given by the Group member.

Group Requirements

1. An Annual General Meeting of the Group is held each October.
2. A Committee consisting of a minimum of 5 members, is elected consisting of a Chairperson, SECHC Liaison Member, Treasurer, Meetings Secretary, Fund Raising Secretary and others as the Committee agrees. Members may also be seconded by the Committee without election.
3. Committee Meetings are held quarterly unless otherwise agreed by the Committee
4. The Committee Meetings require a minimum of 3 members to be quorate.
5. The officers must be re-elected each year at the Annual General Meeting
6. Members pay an annual subscription towards Group expenses each year. The subscription to be set and agreed at the Annual General Meeting
7. A financial statement is given at the Annual General Meeting.