College of Psychiatrists of Ireland
Wisdom • Learning • Compassion

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Terms of Reference for the NEUROPSYCHIATRY SPECIAL INTEREST GROUP

AIMS

1. To promote Neuropsychiatry awareness and service development
2. To advise on education and training in Clinical Neuropsychiatry
3. To foster academic and research links in Neuropsychiatry
4. To provide support and information to colleagues
5. To act as a resource for professional bodies and government

CHAIR Dr Paul Moran **VICE CHAIR** Dr Kieran O'Driscoll

SPECIAL INTEREST GROUP (SIG) MEMBERSHIP is open to all fully subscribing Members of the College. The membership list for the SIG will be maintained by the College Membership Manager.

TERMS AND CONDITIONS FOR CHAIR AND VICE CHAIR Nominations are invited for officers. The term of office is a two year term followed by eligibility for a second 2 year of office. All nominees, proposers and seconders must be fully paid up members.

RESPONSIBILITIES OF CHAIR/ VICE CHAIR Leading and representing the SIG both within the College and externally; Setting the agenda and guiding the meeting according to the agenda and time available; Ensuring all discussion items end with a discussion, action or definite outcome; Reviewing and approving the draft minutes before distribution; Coordinates responses from members when input from the SIG is required;

TERMS AND CONDITIONS FOR MEMBERS Members are requested to attend meetings and or be actively involved in the business of the Special Interest Group via email or teleconference. College SIGs can garner 1 internal CPD credit per meeting up to a maximum of 5 credits per year

QUORUM AT MEETINGS	A quorum shall be 4 members
ACCOUNTABILITY	The group is accountable to College Council and to all members of the College.
MEETINGS	SIG meetings will be held approximately 5 times per year at 5 Herbert Street and a teleconference facility will be provided
MEETING DOCUMENTATION	The agenda will be sent to SIG members one week in advance. Minutes will be sent out within two weeks of the meeting

DATE

SIGNED **PRESIDENT** **CEO**