# Elected and appointed members and representatives

## Role profile

### Role title
Committee/council co-optee

### Purpose of role / key responsibilities

**List the core duties of the role and any special responsibilities**

While co-optees are not elected representative of the committee the role of a co-optee is not a passive one. Co-optees are invited to become committee/council members because of their particular skills and expertise. Co-optees should be accountable to the chair and the committee/council.

Working with the officers and BMA staff they should ensure that they:

- Abide by the BMA behaviour principles and code of conduct
- To act in accordance with data protection legislation and confidentiality and not to disclose or in any other way process any data relating to BMA members for any purpose other than those specified by this committee
- Prepare for meetings to enable them to participate fully in the debates
- Send apologies to the secretariat if they are unable to attend the meeting
- When speaking on issues they should identify as a co-optee, not an elected member
- When speaking in a personal capacity they should explicitly ask not to be identified as a BMA representative
- If asked, they should take action arising from the meeting, by providing information, advice or written text. This is particularly relevant to members of working parties or steering groups which have been established to write reports on specific issues
- Take part in consultation exercises, meeting deadlines for comments
- If asked, attend meetings or conferences on behalf of the committee/council at meetings or conferences write a report of the event to present to the committee/council

### Skills / personal attributes

**Describe the skills and personal attributes expected for the role**

Evidence of leadership capability
Acknowledged experts in their field
Ability to maintain a broad overview whilst responding quickly to changing situations
Provide a credible presence, able to command respect in all “communities”
Confident but measured
Calm, unflappable under pressure

### Member training requirements

**You will be required to attend the following BMA training programmes**

Valuing difference
<table>
<thead>
<tr>
<th>Meetings/ Time commitment</th>
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<tr>
<td>Possible weekly/monthly time commitment – eg 1 day a week</td>
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<td>The role holder can expect to attend each meeting of the committee/council they are co-opted members of - usually 3 or 4 a year.</td>
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