## Elected and appointed members and representatives

### Role profile

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<th>Role title</th>
<th>Committee/council deputy Chair</th>
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### Purpose of role / key responsibilities

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

The activities carried out by the Deputy Chair will depend to a large extent on the Chair and agreement between the two office holders. The Chair and deputy of a BMA committee/council have a strategic role in representing the vision and purpose of the BMA. They provide leadership to the committee/council and ensure that it maintains a strategic view of its work, in line with its remit.

They ensure that the committee/council functions effectively, has objectives and develops a business plan, that there is full and balanced participation at meetings, relevant matters are discussed and that effective decisions are made and action taken to implement them.

It is the deputy Chair’s responsibility to:

- Uphold and abide by the BMA behaviour principles and code of conduct
- Chair meetings in the absence of the Chair
- Deputise for the Chair at BMA committee meetings and at external meetings
- Lead on key issues for the committee/council as delegated by the committee/council
- Keep up to date with developments
- Ensure effective working relationships between the officers and members
- Work in partnership with the BMA secretariat and staff
- Facilitate change and work to address conflict within the committee/council
- Act as figurehead and spokesperson as appropriate
- Represent the BMA and the committee/council and the specialty/grade in discussions with stakeholders
- Review committee/council governance, performance and skills
- Facilitate succession planning
- Plan, set the agenda and prepare for meetings with others as appropriate
- Run meetings in accordance with governance guidance and BMA policy
- Ensure matters are dealt with in an efficient and orderly manner
- Bring impartiality and objectivity to meetings and decision making
- Maintain order during meetings, establish a finish time and prioritise items for discussion
- Ensure a fair and balanced discussion, giving every member an opportunity to contribute – including visitors as appropriate
- Aim to reach collective decisions and agreed action points, summarising these for members at the end of each agenda item and at the end of the meeting
- Assist in ensuring notes of meetings are accurate and timely and actions are taken and reported
- Assist in ensuring that regular reports to BMA council reflect the committees’ work and position
- Assist in encouraging members to contribute to consultations
- Contribute to and help guide list server discussions
- Mentor less experienced committee/council members
## Skills / personal attributes

Describe the skills and personal attributes expected for the role

The BMA is committed to developing its elected members to give them the skills needed to represent the profession. During your time on the committee/council you will have the opportunity to develop and demonstrate the following skills and attributes:

- Demonstrates excellent strategic leadership and role models BMA behaviour principles
- Demonstrates high level ability to build, develop and motivate effective teams and to encourage collaborative working; working alongside other professionals and empowering individuals for the committee to function effectively
- Demonstrates a collaborative approach to decision making and problem solving, challenging and supporting colleagues in order to get the best outcomes
- Excellent interpersonal skills, especially communicating and influencing
- Works in close partnership with BMA secretariat and staff and has a good understanding of the roles of staff and elected members
- A thorough understanding of the specialty/grade and familiarity with the issues they face, irrespective of contractual status
- A good understanding of the health sector and knowledge of the workings of government
- Personal resilience and ability to respond positively and to inspire others when faced with setbacks
- Able to be an innovative, creative problem solver providing a positive critical challenge to wider stakeholders, whilst fostering strong relationships
- Confident and articulate communicator with an ability to engage with the profession and the public, and effectively represent all constituents in being a ‘public face’ for the profession

### Member training requirements

You will be encouraged to attend the following BMA training programmes:

- BMA leadership programme
- BMA valuing difference programme
- BMA mentor training
- BMA negotiation training (depending on role)
- BMA media training (depending on role)

### Meetings/ Time commitment

Possible weekly/monthly time commitment – eg 1 day a week

There can be a wide variation in the time commitment required depending on the individual committee/council’s workload, objectives and circumstances. Please contact the Chair or the committee secretary of the committee you are interested in joining for specific advice on how much time you will be expected to spend on committee work.