## Elected and appointed members and representatives

### Role profile

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<tr>
<th>Role title</th>
<th>Committee/council executive team member</th>
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### Purpose of role / key responsibilities

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

It is the responsibility of executive members of the committee to:

- Abide by the BMA behaviour principles and code of conduct
- Promote and ensure compliance with data protection legislation and confidentiality
- To ensure committee members are aware of their responsibilities in this area, monitor compliance and address any issues that may arise
- Develop and take forward policy for the committee, based on the views of the specialty / grade
- Lead and take forward specific areas of work relating to their remit as elected representatives
- Oversee the work of any task and finish groups, providing a steer where appropriate
- Take forward work relating to committee business, the structure and function of the committee and its working groups, and consider relevant changes to the committee constitution
- Identify the work priorities for the session
- Agree and take forward the committee strategy for the session
- Work with BMA Marketing to improve membership benefits for the specialty, thereby encouraging BMA membership
- Help raise the profile of the BMA, committee and the specialty/grade
- Ensure committee is represented/has an input into cross-branch-of-practice working groups on key issues
- Liaise with members of the committee should any work require input from the committee as a whole between meetings
- Prepare papers and updates as necessary
- Attend key internal and external meetings
- Contribute actively to the executive listserver
- Maintain contact with the secretariat and respond to requests from them
- Assist the BMA secretariat with the organisation of training seminars/workshops
- Where appropriate, draft content promoting the work of the committee
- Mentor less experienced committee members

### Skills / personal attributes

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

- 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 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

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You will be required to attend the following BMA training programmes

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<th>Programme</th>
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<tr>
<td>BMA leadership programme</td>
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<td>BMA valuing difference programme</td>
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<td>BMA negotiation training</td>
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<td>BMA mentor training</td>
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### Meetings/ Time commitment

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

The role holder can expect to attend each meeting of the committee/council they are members of and its executive. This is usually three or four committee/council meetings and up to three to five executive meetings a year.