BMA elected and appointed members and representatives Role profile

| Role title | Honorary Secretary of a BMA Regional Committee |

Purpose of role/key responsibilities

*List the core duties of the post holder and any special responsibilities*

The Honorary Secretary of a BMA regional committee/council assists the Chair/Deputy to have a strategic role in representing the vision and purpose of the BMA. By providing support to the committee/council they help the committee/council to function properly and ensure that a record of all decisions and actions are noted. In addition, Honorary Secretaries:

- Abide by the BMA behaviour principles and code of conduct
- Help support the Chair and Deputy Chair in their roles as the need arises
- 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
- Assist in the organising of meetings and agendas as necessary
- Work closely with BMA staff
- Take draft notes of committee/council meetings and finalise them with other officers and BMA support staff
- Create and manage communications from the committee

Skills/personal attributes

*Describe skills and personal attributes expected in the role*

Evidence of leadership capability
- 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
- Have a good level of thinking agility

Member training requirements

*You will have the opportunity to attend the following BMA training programmes if you wish:*

- BMA leadership programme
- BMA valuing difference programme
- BMA negotiation training
- BMA mentor training

Meetings/time commitment

*List number of meetings and possible weekly/monthly time commitment – eg 1 day a week*

The role holder can expect to spend up to up to two to four days per month on committee/council business under normal circumstances. This can include attending meetings, undertaking research, preparatory reading, email, telephone calls and other networking activities.