# Elected and appointed members and representatives

## Role profile

<table>
<thead>
<tr>
<th>Role title</th>
<th>Committee/council 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 members of the committee/council to:

- Abide by the BMA behaviour principles and code of conduct
- Prepare for meetings to enable you to participate fully in the debates
- Take into account in formulating your arguments the views of any branch of practice, group of the profession or organisation which you may be representing as well as your own
- Report back to and from branch of practice committees, group, other organisations or sectors you may be representing to ensure all parties are kept fully informed
- Send apologies to the secretary if you are unable to attend the meeting and notify a deputy (if there is one) so they may attend the meeting
- If asked, take action arising from the meeting, by providing information, advice or written text. This is particularly relevant to members of working parties/policy or steering groups set up 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 and write a report of the event to present to the committee
- Work in partnership with the secretariat
- Contribute to listserv discussion
- Help raise the profile of the BMA, committee and the specialty/grade, where appropriate drafting content
- Assist the BMA secretariat with the organisation of training seminars/workshops
- Mentor less experienced committee/council members

### Skills / personal attributes

**Describe the 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
- Confident but measured
- Calm, unflappable under pressure
- Strong 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

### Member training requirements

**You will be required to attend the following BMA training programmes**
<table>
<thead>
<tr>
<th>BMA leadership programme</th>
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<tr>
<td>BMA valuing difference programme</td>
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<tr>
<td>BMA negotiation training</td>
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<td>BMA mentor training</td>
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**Meetings/ Time commitment**

*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 - usually 3 or 4 a year