## 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
- 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 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
<table>
<thead>
<tr>
<th><strong>Member training requirements</strong></th>
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<tbody>
<tr>
<td><strong>You will be required to attend the following BMA training programmes</strong></td>
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<tr>
<td>BMA leadership programme</td>
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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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<tr>
<th><strong>Meetings/ Time commitment</strong></th>
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<tr>
<td>Possible weekly/monthly time commitment – eg 1 day a week</td>
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</table>

The role holder can expect to attend each meeting of the committee/council they are members of - usually 3 or 4 a year.