

## Elected and appointed members and representatives

### Role profile

<b>Role title</b>	Committee/council deputy Chair
<b>Purpose of role / key responsibilities</b>	
<i>List the core duties of the role and any special responsibilities</i>	
<p>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.</p> <p>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.</p> <p>It is the deputy Chair's responsibility to:</p> <ul style="list-style-type: none"> <li>– Uphold and abide by the BMA behaviour principles and code of conduct</li> <li>– Chair meetings in the absence of the Chair</li> <li>– Deputise for the Chair at BMA committee meetings and at external meetings</li> <li>– Lead on key issues for the committee/council as delegated by the committee/council</li> <li>– Keep up to date with developments</li> <li>– Ensure effective working relationships between the officers and members</li> <li>– Work in partnership with the BMA secretariat and staff</li> <li>– Facilitate change and work to address conflict within the committee/council</li> <li>– Act as figurehead and spokesperson as appropriate</li> <li>– Represent the BMA and the committee/council and the specialty/grade in discussions with stakeholders</li> <li>– Review committee/council governance, performance and skills</li> <li>– Facilitate succession planning</li> <li>– Plan, set the agenda and prepare for meetings with others as appropriate</li> <li>– Run meetings in accordance with governance guidance and BMA policy</li> <li>– Ensure matters are dealt with in an efficient and orderly manner</li> <li>– Bring impartiality and objectivity to meetings and decision making</li> <li>– Maintain order during meetings, establish a finish time and prioritise items for discussion</li> <li>– Ensure a fair and balanced discussion, giving every member an opportunity to contribute – including visitors as appropriate</li> <li>– 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</li> <li>– Assist in ensuring notes of meetings are accurate and timely and actions are taken and reported</li> <li>– Assist in ensuring that regular reports to BMA council reflect the committees' work and position</li> <li>– Assist in encouraging members to contribute to consultations</li> <li>– Contribute to and help guide list server discussions</li> <li>– Mentor less experienced committee/council members</li> </ul>	

## 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 - attendance on this is expected  
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*

The role holder can expect to spend up to two to eight 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.