

## Elected and appointed members and representatives

### Role profile

<b>Role title</b>	Committee/council visitor

#### Purpose of role / key responsibilities

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

While visitors are not a representative of the committee/council or the BMA and do not have voting rights, the role of a committee visitor is not a passive one. Visitors should be accountable to the chair and the committee.

Working with the officers and BMA staff they should ensure that they:

- Abide by the BMA behaviour principles and code of conduct
- Prepare for meetings to enable them to participate fully in the debates
- Send apologies to the secretariat if they are unable to attend the meeting
- When speaking in a personal capacity, they should explicitly ask not to be identified as a BMA representative
- If asked, take action arising from the meeting, by providing information, advice or written text. This is particularly relevant to members of working parties or steering groups which have been established 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/council and write a report of the event to present to the committee/council

#### Skills / personal attributes

*Describe the skills and personal attributes necessary for the role*

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  
 Keen to learn

#### Member training requirements

*You will be encouraged to attend the following BMA training programmes*

BMA valuing difference programme - attendance on this is expected

#### Meetings/ Time commitment

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

The role holder should expect to attend all meetings in the session of the committee/council they are visiting – usually 3 or 4 a year