

## Elected and appointed members and representatives

### Role profile

<b>Role title</b>	Committee/council observer
<b>Purpose of role / key responsibilities</b>	
<i>List the core duties of the role and any special responsibilities</i>	
<p>While observers are not an elected representative of the committee or the BMA, their role is not a passive one. Working with the officers and BMA staff they should ensure that they:</p> <ul style="list-style-type: none"> <li>– Abide by the BMA behaviour principles and code of conduct</li> <li>– Prepare for meetings to enable them to participate fully in the debates</li> <li>– Send apologies to the secretariat if they are unable to attend the meeting</li> <li>– When speaking on issues they should identify as an observer from the organisation that they represent, not a BMA representative</li> <li>– When speaking in a personal capacity they should explicitly state this</li> <li>– If asked, they should 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</li> <li>– Take part in consultation exercises, meeting deadlines for comments</li> </ul>	
<b>Skills / personal attributes</b>	
<i>Describe the skills and personal attributes necessary for the role</i>	
<p>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</p>	
<b>Member training requirements</b>	
<i>You will be encouraged to attend the following BMA training programmes</i>	
BMA valuing difference programme - attendance on this is expected	
<b>Meetings/ Time commitment</b>	
<i>Possible weekly/monthly time commitment – eg 1 day a week</i>	
The role holder can expect to attend each meeting of the committee/council they are observing - usually 3 or 4 a year	