

Elected and appointed members and representatives

Role profile

Role title	Committee/council co-optee
Purpose of role / key responsibilities	
<i>List the core duties of the role and any special responsibilities</i>	
<p>While co-optees are not elected representative of the committee the role of a co-optee is not a passive one. Co-optees are invited to become committee/council members because of their particular skills and expertise. Co-optees should be accountable to the chair and the committee/council.</p> <p>Working with the officers and BMA staff they should ensure that they:</p> <ul style="list-style-type: none"> – 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 on issues they should identify as a co-optee, not an elected member – When speaking in a personal capacity they should explicitly ask not to be identified as a BMA representative – 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 – Take part in consultation exercises, meeting deadlines for comments – If asked, attend meetings or conferences on behalf of the committee/council at meetings or conferences write a report of the event to present to the committee/council 	
Skills / personal attributes	
<i>Describe the skills and personal attributes necessary for the role</i>	
<p>Evidence of leadership capability Acknowledged experts in their field 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>	
Member training requirements	
<i>You will be encouraged to attend the following BMA training programmes</i>	
BMA valuing difference programme - attendance on this is expected	
Meetings/ Time commitment	
<i>Possible weekly/monthly time commitment – eg 1 day a week</i>	

Co-optees are appointed for a session. The role holder can expect to attend each meeting of the committee/council they are co-opted members of - usually 3 or 4 a year