

BMA elected and appointed members and representatives Role profile

Role title	Honorary Secretary of a BMA Regional Committee
Purpose of role/key responsibilities	
<i>List the core duties of the post holder and any special responsibilities</i>	
<p>The Honorary Secretary of a BMA regional committee/council assists the Chair/Deputy to have a strategic role in representing the vision and purpose of the BMA. By providing support to the committee/council they help the committee/council to function properly and ensure that a record of all decisions and actions are noted. In addition, Honorary Secretaries:</p> <ul style="list-style-type: none"> • Abide by the BMA behaviour principles and code of conduct • Help support the Chair and Deputy Chair in their roles as the need arises • Promote and ensure compliance with data protection legislation and confidentiality • To ensure committee members are aware of their responsibilities in this area, monitor compliance and address any issues that may arise • Assist in the organising of meetings and agendas as necessary • Work closely with BMA staff • Take draft notes of committee/council meetings and finalise them with other officers and BMA support staff • Create and manage communications from the committee 	
Skills/personal attributes	
<i>Describe skills and personal attributes expected in 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 Have a good level of thinking agility</p>	
Member training requirements	
<i>You will have the opportunity to attend the following BMA training programmes if you wish:</i>	
<p>BMA leadership programme BMA valuing difference programme BMA negotiation training BMA mentor training</p>	
Meetings/time commitment	
<i>List number of meetings and possible weekly/monthly time commitment – eg 1 day a week</i>	
<p>The role holder can expect to spend up to up to two to four 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.</p>	

