

## Elected and appointed members and representatives

### Role profile

<b>Role title</b>	Committee chair
<b>Purpose of role / key responsibilities</b>	
<i>List the core duties of the role and any special responsibilities</i>	
<p>The Chair of a BMA committee has a strategic role in representing the vision and purpose of the BMA. The Chair provides leadership to the committee and ensures that it maintains a strategic view of its work, in line with its remit.</p> <p>The Chair ensures that the committee 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 Chair's responsibility to:</p> <ul style="list-style-type: none"> <li>– Uphold and abide by the BMA behaviour principles and code of conduct (link to website)</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 and the specialty/grade in discussions with stakeholders</li> <li>– Keep up to date with developments</li> <li>– Review committee 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>– Contribute to creating an inclusive and open culture</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>– Ensure notes of meetings are accurate and timely and actions are taken and reported</li> <li>– Ensure that regular reports to BMA council reflect the committees' work and position</li> <li>– Encourage members to contribute to consultation responses</li> <li>– Contribute to and help guide list server discussions</li> <li>– Take action as necessary, and in consultation as appropriate, and make decisions on behalf of the committee between meetings</li> </ul>	
<b>Skills / personal attributes</b>	
<i>Describe the skills and personal attributes expected for the role</i>	
<ul style="list-style-type: none"> <li>– Demonstrates excellent strategic leadership and role models BMA behaviour principles</li> <li>– 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</li> </ul>	

- 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
- The confidence 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*

There can be a wide variation depending on the committee being chaired. The role holder can expect to spend two days a week on committee business under normal circumstances. This can include attending meetings, undertaking research, preparatory reading, email, telephone calls and other networking activities.