Elected and appointed members and representatives

Role profile

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<th>Role title</th>
<th>Committee chair</th>
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**Purpose of role / key responsibilities**

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

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.

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.

It is the Chair’s responsibility to:

- Uphold and abide by the BMA behaviour principles and code of conduct (link to website)
- Ensure effective working relationships between the officers and members
- Work in partnership with the BMA secretariat and staff
- Facilitate change and work to address conflict within the committee/council
- Act as figurehead and spokesperson as appropriate
- Represent the BMA and the committee and the specialty/grade in discussions with stakeholders
- Keep up to date with developments
- Review committee governance, performance and skills
- Facilitate succession planning
- Plan, set the agenda and prepare for meetings with others as appropriate
- Run meetings in accordance with governance guidance and BMA policy
- Ensure matters are dealt with in an efficient and orderly manner
- Bring impartiality and objectivity to meetings and decision making
- Contribute to creating an inclusive and open culture
- Maintain order during meetings, establish a finish time and prioritise items for discussion
- Ensure a fair and balanced discussion, giving every member an opportunity to contribute – including visitors as appropriate
- 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
- Ensure notes of meetings are accurate and timely and actions are taken and reported
- Ensure that regular reports to BMA council reflect the committees’ work and position
- Encourage members to contribute to consultation responses
- Contribute to and help guide list server discussions
- Take action as necessary, and in consultation as appropriate, and make decisions on behalf of the committee between meetings

**Skills / personal attributes**

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

- Demonstrates excellent strategic leadership and role models BMA behaviour principles
- 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
- 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

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<tr>
<th>BMA leadership programme</th>
<th>BMA valuing difference programme - attendance on this is expected</th>
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<td>BMA negotiation training (depending on role)</td>
<td>BMA media training (depending on role)</td>
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### 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.