

## Elected and appointed members and representatives

### Role profile

Role title	
Role title	Committee member

Purpose of role / key responsibilities	
<i>List the core duties of the role and any special responsibilities</i>	
<p>It is the responsibility of members of the committee to:</p> <ul style="list-style-type: none"> <li>– Uphold and abide by the BMA behaviour principles and code of conduct</li> <li>– Prepare for meetings to enable you to participate fully in the debates</li> <li>– Consider the views of any group of the profession which you may be representing. When representing the membership report their views to the committee and report back to them to ensure all parties are kept fully informed</li> <li>– Contribute to creating an inclusive and open culture</li> <li>– If you are unable to attend the meeting, notify a deputy (if there is one) so they may attend the meeting and send apologies to the secretariat with your deputy's contact details</li> <li>– Take actions arising from the meeting</li> <li>– Take part in consultation exercises, meeting deadlines for comments</li> <li>– If asked, attend meetings or conferences on behalf of the committee and write a report of the event to present to the committee</li> <li>– Work in partnership with the BMA secretariat and staff</li> <li>– Contribute to listserver discussion</li> <li>– Help raise the profile of the BMA, committee and the specialty/grade, where appropriate drafting content</li> <li>– Take part in promoting the committee and its work through social media and member engagement</li> <li>– Assist the BMA secretariat and staff with the organisation of training seminars/workshops</li> <li>– Mentor less experienced committee members</li> </ul>	

Skills / personal attributes	
<i>Describe the skills and personal attributes necessary in the role</i>	
<p>The BMA is committed to developing its elected members to give them the skills needed to represent the profession. During your time on the committee, you will have the opportunity to develop and demonstrate the following skills and attributes:</p> <ul style="list-style-type: none"> <li>– Leadership and mentoring</li> <li>– Interpersonal skills, especially communicating and influencing</li> <li>– An improved understanding of the health sector and knowledge of the workings of government and other stakeholders</li> <li>– Partnership working with other members of different background and with the BMA secretariat and staff</li> <li>– An improved understanding of the roles of staff and elected members</li> <li>– The confidence to deal with challenging situations</li> <li>– The ability to maintain a broad overview whilst responding quickly to changing situations</li> <li>– A thorough understanding of the workings of the committee and familiarity with the issues they are tackling</li> <li>– Develop and improve understanding of the representative role, including collective decision making and shared responsibility</li> </ul>	

### 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)

### Meetings/ Time commitment

*Possible weekly/monthly time commitment – eg 1 day a week*

The role holder can expect to attend each meeting of the committee they are members of - usually 3 or 4 a year  
BMA roles can have variable time commitments depending on the role and wider activity at the time. The role holder can expect to:

- Attend each meeting of the committee they are members of – usually 3 or 4 a year
- A selection of the training available – usually a day at a time
- The meeting of the group that elected them to the role – for example their regional committee
- To contribute to emails and listserver discussion on a regular basis
- Ad hoc additional requirements depending on circumstances