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**BMA Giving (charitable purposes subcommittee)**

Role profile

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| **Role title** | BMA Giving (charitable purposes subcommittee) member |
| **Term** | One BMA session |

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| **Purpose of role / key responsibilities** |
| *List the core duties of the role and any special responsibilities* |
| The purpose and remit of the committee will be to:  1.1. Deliver the BMA’s charitable giving strategy.  1.2. Distribute £150,000 per year, on behalf of the finance committee, to applicant charities.  1.3. Monitor the impact of the BMA’s charitable grants.  1.4. Ensure that charitable grants are aligned with BMA strategic priorities.   * + Committee members will consider requests for charitable grants on behalf of the BMA finance committee   + The purpose of the grant must fall within the objects of the BMA which include promoting the medical and allied sciences, maintaining the honour and interests of the medical profession, and promoting the achievement of high-quality health care   + Provide expert advice and guidance on whether applicant projects fall within the BMA’s objectives   + Decide donation amounts for projects that meet the BMA’s criteria, and use BMA resources most effectively and efficiently   + The group will normally meet once per session and additional meetings may be held if business dictates   + Act as ambassadors for charitable giving at the BMA and, promote and embody the BMA’s charitable giving strategy   Membership of the group:   * The group is made up of 8-10 individuals; the chair, the BMA president, the BMA director of finance and corporate services, one lay BMA finance committee member, one BMA member from the finance committee and four other BMA members all on one year terms. * The group is chaired by a past BMA president who has a term of three years.   It is the responsibility of members of the subcommittee to:   * Uphold and abide by the BMA behaviour principles and code of conduct * Prepare for meetings to enable you to participate fully * If you are unable to attend the meeting, notify the BMA corporate and member development directorate * Work in partnership with the BMA staff * Contribute to email discussions * Declare any conflict of interest to the committee |

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| **Skills / personal attributes** |
| *Describe the skills and personal attributes necessary in the role* |
| As a member of the committee, you will offer advice and make decisions on incoming requests for grants from charities.  Candidates will need to demonstrate knowledge, understanding and experience of the BMA’s charitable giving strategy and the BMA’s objectives.  In addition, candidates must have strong interpersonal skills and demonstrated decision-making skills, strong communication skills with the ability to speak in public and the ability to work effectively and productively with others; including BMA staff teams. |

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| **Meetings/ Time commitment** |
| *Possible weekly/monthly time commitment – eg 0.5 days a week* |
| * BMA Giving (charitable purposes subcommittee) will usually meet once a year (each meeting is two hours long) * To contribute to any email discussions that may arise * Ad hoc additional requirements depending on circumstances |