

### BMA committee visitor scheme member

#### Purpose of role/key responsibilities

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

Visitors are not a representative of the committee/council or the BMA and do not have voting rights. Visitors should be accountable to the chair and the committee.

Working with the officers and BMA staff they should ensure that they:

- Adhere to the BMA behaviour principles, code of conduct and also observe the BMA's confidentiality policy
- Send apologies to the secretariat if they are unable to attend the meeting
- When speaking in a personal capacity, as they are a visitor they should explicitly ask not to be identified as a BMA representative
- Only engage in the debate to speak on procedural points (ie points of expertise, points of information and points of query)
- If asked, leave in person/camera sessions in which the discussions are confidential to the committee

#### Skills/personal attributes

##### Describe the skills and personal attributes necessary for the role

- 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
- Keen to learn

#### Member training requirements

##### You will be encouraged to attend the following BMA training programmes

[BMA online EDI modules](#)

#### Meetings/time commitment

##### Possible weekly/monthly time commitment, eg one day a week

The role holder should expect to attend one meeting in the session of the committee/council they are visiting.