

## Elected and appointed members and representatives

### Role profile

<b>Role title</b>	
<b>Role title</b>	Committee/council executive team member

<b>Purpose of role / key responsibilities</b>	
<i>List the core duties of the role and any special responsibilities</i>	
<p>It is the responsibility of executive 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>– Develop and take forward policy for the committee, based on the views of the specialty / grade</li> <li>– Lead and take forward specific areas of work relating to their remit as elected representatives</li> <li>– Oversee the work of any task and finish groups, providing a steer where appropriate</li> <li>– Identify the work priorities for the session</li> <li>– Agree and take forward the committee strategy for the session</li> <li>– Help raise the profile of the BMA, committee and the specialty/grade and work to improve membership benefits</li> <li>– Ensure committee is represented/has an input into cross-branch-of-practice working groups on key issues</li> <li>– Liaise with members of the committee should any work require input from the committee as a whole between meetings</li> <li>– Prepare papers and updates as necessary</li> <li>– Attend key internal and external meetings</li> <li>– Contribute actively to the executive listserver</li> <li>– Maintain contact with the secretariat and respond to requests from them</li> <li>– Assist the BMA secretariat and staff with the organisation of training seminars/workshops</li> <li>– Where appropriate, draft content promoting the work of the committee</li> <li>– Mentor less experienced committee members</li> </ul>	

<b>Skills / personal attributes</b>	
<i>Describe the skills and personal attributes expected 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>– Strategic leadership and role modelling BMA behaviour principles</li> <li>– The 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> <li>– A collaborative approach to decision making and problem solving, challenging and supporting colleagues in order to get the best outcomes</li> <li>– Excellent interpersonal skills, especially communicating and influencing</li> <li>– By working in close partnership with the BMA secretariat and staff fosters a good understanding of the roles of staff and elected members</li> <li>– A thorough understanding of the specialty/grade and familiarity with the issues they face, irrespective of contractual status</li> <li>– A good understanding of the health sector and knowledge of the workings of government</li> <li>– The confidence and ability to respond positively and to inspire others when faced with setbacks</li> </ul>	

- An innovative, creative problem solver providing a positive critical challenge to the committee/council and wider stakeholders, whilst fostering strong relationships

### 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*

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/council on which they are members – usually 3 or 4 a year
- Attend each meeting of the executive committee – usually 3 to 5 a year
- A selection of the training available – usually a day at a time
- The meetings of the group which elected them to that role - for example their regional committee
- To contribute to emails and listserver discussion on a regular basis
- Ad hoc additional requirements depending on the circumstances
- In situations such as negotiations of industrial dispute, executive members can expect the workload to increase