Role Description for Early Careers Forum Member

Role

As an Early Careers Forum (ECF) member, you will assist the forum in developing and achieving its strategic goals. In addition to attending meetings, members also contribute new ideas and skills to help develop and achieve the goals of the forum.

The main responsibilities of the Forum will be to facilitate the discussion and implementation of ideas to further support those with an interest or who are already involved in haematology and who are in the early stages of their career. It will also focus on devising new resources and opportunities for members and associates who are at the early stage of their career and in training.

Responsibilities

- Aim to attend all meetings or send an apology (and if needed, a written update) to the chair and the assigned BSH support officer if you are unable to do so.
- Provide comments on papers where you are unable to attend.
- Prepare for the meeting by reviewing the agenda, papers, and email communications before it takes place. Consider the points you want to raise. Provide feedback prior to finalisation of minutes.
- Actively participate in the meeting by listening to others, contributing positively to the discussion, and providing concise feedback.
- Draw attention to potential conflicts of interest that may arise during the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress and/or that of your forum members.
- Maintain confidentiality whenever necessary.
- Individual contributions to the forum should be respected and always valued.

Desirable attributes

- Strong interest within the field of haematology and within the early stages of your career.
- Ability to commit time to conduct the role well.
- Good communication skills.
- Good organisational skills.

Time Commitment

The appointment is for three years (renewable once).

- 3-4 meetings a year which can be held remotely or face-to-face.
- 2-4 hours a month on committee and task force activities