

## **Role Description for Global Haematology Special Interest Group Health Volunteers Overseas (HVO) Task Force Member**

### **Role**

As a Task Force member, you will assist the Task Force in developing and achieving its strategic goals. In addition to attending Task Force meetings, Task Force members also contribute new ideas and skills to help develop and achieve the Task Force's goal.

The strategic aims of the HVO Task Force are as follows:

1. To set the strategy for BSH HVO programme and monitor its performance.
2. Support the advertisement and recruitment of volunteers with relevant expertise for HVO sites.
3. Review applications and put forward eligible volunteers to HVO.
4. In collaboration with ASH members, to contribute to wider strategy of HVO in haematology work (e.g. helping to open new sites).

### **Responsibilities**

- Aim to attend HVO meetings or send an apology to the task force Lead 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 meetings by reviewing the agenda, papers, and email communications before it takes place. Consider the points you want to raise.
- 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.
- Maintain confidentiality whenever necessary.
- Individual contributions to the task force should be respected and always valued.
- Keep the Task Force Lead and BSH staff informed of international issues affecting the HVO scheme.

### **Desirable attributes**

- Strong background in the field of Global Haematology.
- Experience in overseas volunteering.
- Experience in committee work.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.

- Enthusiastic.
- Exhibit strong interpersonal and relationship-building abilities.
- Be able to work collaboratively with other task force members.
- Ability to commit time to conduct the role well.

### **Time Commitment**

- 5-6 meetings a year which can be held remotely or face-to-face.
- Time variable depending on your involvement.