

Role Description for Vice Chair of Research & Grants Committee

For simplicity, the Research & Grants Committee will be referred to as the Committee.

Role

The role of the Vice Chair is to support the Chair in ensuring the smooth functioning of the Committee and to deputise for the Chair when appropriate.

The Vice-Chair will be appointed for a period of two years and will become Chair on completion of their term. This is a good way of succession planning, ensuring future consistency for the Committee.

The core work of the Research and Grants Committee is overseeing appropriate governance and procedures for managing the grants and awards programme, including grant calls and the review, awarding, and tracking of grant applications.

The strategic aims of the Committee are as follows:

1. To enable translational research development in all areas of haematology.
2. To work with relevant partners to influence and highlight the science of haematology.
3. To enhance showcasing of the best science at BSH-related meetings and publications.
4. To promote and advance scientific interest in haematology.

Responsibilities

- To stand in for the Chair in their absence.
- To assist with the development of the committee and its members.
- Support the Chair and take on any delegated tasks that are assigned.
- Oversee and guide all decisions taken by the committee.
- Ensure the committee complies with the society governing documents and its process.
- Work with the Chair to ensure:
 - The necessary skills are represented on the committee and a succession plan is in place to help find new committee members when required.

Continued

- Goals and relevant strategic and business plans are developed to achieve the committee's goals.
- To commit to undertaking personal development in the role and lead committee members in the same.

Desirable attributes

- Experience in committee work.
- Strong background within the field of haematology.
- Familiarity with the awards available for the research and study of haematology.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Exhibit strong interpersonal and relationship-building abilities.
- Be able to work collaboratively with other committee members.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Ability to commit time to conduct the role well.
- Exhibit Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Time Commitment

The appointment is for two years (renewable once).

- 3-4 Research and Grants Committee meetings a year which can be held remotely.
- 2-4 hours a month on Society work.