



## Role Description for Chair of Supportive Care Special Interest Group Committee

For the simplicity of this document, the Specialist Interest Group will be referred to as the SIG Committee and or Committee.

### Role

To chair the Supportive Care SIG Committee, ensuring that it fulfils its responsibilities and to work in partnership with the Board and staff to achieve the society's charitable aims.

This role is supported by two BSH staff members the Volunteer Support Officer and the Head of Member Services

The strategic aims of the SIG Committee are as follows:

1. To bring together specialists with experience and interest in supportive care. The SIG aims to create a community with expertise and commitment to supportive care, positively contributing to BSH's activities, benefiting haematology practice and patients within the UK.
2. To contribute to the improvement of education and training in supportive care in haematology.
3. To provide a contact, coordinating and advocacy group for supportive care professionals, in conjunction with the BSH Trustees.
4. To contribute to and provide expertise for the development of relevant BSH guidelines and good practice documents.
5. To work with (in conjunction with the office) professional societies and other groups to disseminate messages and embed good practice.

### Responsibilities

- Ensure the SIG Committee complies with the society governing documents and its Terms of Reference.
- Chair committee meetings ensuring that they are run efficiently and effectively.
- Work with the committee to ensure:
  - A multidisciplinary committee with the necessary skills and expertise to facilitate the designated work and an appropriate succession plan to find new committee members when required.
  - Relevant strategic and business plans are developed to achieve the committee's goals.
- Lead the group in achieving its strategic aims.
- To delegate tasks to each member.
- To ensure meetings are well planned, meaningful and reflect the SIG aims.

- Reviewing and approving the meeting minutes and agendas before they are circulated.
- Prepare reports for the Board.
- Take an active role in the annual self-assessment of the committee's performance.
- Commit to undertaking personal development in the role and lead committee members in the same.
- Ensure that the decisions and recommendations of the committee have been actioned appropriately.

### **Desirable attributes**

- Must be a BSH member.
- Experience in committee work.
- Strong background within the field of Supportive Care.
- 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 committee members and external partners
- 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.

- 4 Committee meetings a year which can be held remotely.
- Attend the ASM face to face normally held in April.
- Attend the SIG Prioritisation Workshop face to face.
- Attend Committee Chairs Day normally held twice a year.
- 2-4 hours a month on Society work