

Role Description for Education Committee Member

Role

As an Education Committee member, you will assist the committee in developing and achieving its strategic goals. Committee members contribute new ideas and skills to help develop and deliver the educational outputs at BSH, encouraging innovation and progressing education for Haematology professionals.

The strategic aims of the Education Committee are to:

- Provide high-quality education and professional development opportunities across all career stages in haematology.
- Develop, curate and promote accessible educational resources, events and digital learning opportunities.
- Support excellence in medical education through educator development, educational standards and innovation.
- Promote haematology as a career and engage future members of the multidisciplinary workforce.
- Collaborate with partners and stakeholders to enhance knowledge exchange and advance education in haematology.

The Education Committee oversees the education programme at BSH. This includes programme development and delivery of the face-to-face/online event and education programmes, including accepting Special Interest Group (SIG) education or partnering proposals where compliant as well as feeding into the future direction of education at BSH.

Responsibilities

Actively contribute to education committee's outputs including:

- Leading, organising, delivering and evaluating BSH educational events across the year
- Developing and reviewing educational resources on the BSH website
- Attending all meetings where possible.
- Prepare for the meeting by reviewing the agenda, papers, and email communications before it takes place. Consider the points you want to raise.
- 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.
- Maintain confidentiality whenever necessary.

- Ensure you are actively contributing to the progress of projects between committee meetings.

Desirable attributes

- Strong background or interest within the field of medical education
- 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)

- 6 meetings a year, 5 of which will be online or hybrid and 1 in-person away day.
- Contribution outside of meetings including chairing in person or online courses, developing education programmes and reviewing resources.