

Role Description for Vice Chair of Global Haematology (GH) 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

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

Vice Chairs are appointed for two years, and upon completion of the Chair's term, they step up to fill the Chair roles for two more years.

The Board has established the SIG to bring together specialists with experience and interest in haematology issues in low- and middle-income countries. The SIG aims to create a community with expertise and commitment to making a valuable contribution to BSH's global activities, ultimately benefiting haematology practice within the UK and worldwide.

The Global SIG carries out its activities with the help of task forces, each focused on a different activity. There are currently four task forces to support the Health Volunteers' Scheme, Global Speakers Scheme, Lower Middle-Income Countries Continued Professional Development Seminar Series, and the Zambia Sickle Cell Disease (SCD) project. The Global SIG may also set up new task forces as needed according to BSH's equitable and transparent processes.

The strategic aims of the Committee are as follows:

1. To provide a contact, coordinating and advocacy group for Global Haematology professionals nationally and internationally, in conjunction with the BSH External Affairs Committee and Trustees.
2. To enhance multidisciplinary collaboration and increase multi-professional membership of the BSH.
3. To contribute to the improvement of education and training in haematology with a global perspective for clinical staff (including non-specialists) as well as trainees, and clinical and biomedical scientists.
4. To promote opportunities for members to learn about and contribute to global haematology issues and perspectives.
5. To work with (in conjunction with the office) professional societies and other groups to disseminate messages and embed good practice.

Responsibilities

- To stand in for the Chair in their absence.
- To assist with the development of the Committee and its members.
- Assisting the Chair in organising the BSH ASM SIG meeting.
- To contribute to preparing and delivering the SIG's outreach activities (e.g. workshops, ASM sessions, task forces as required).
- 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's governing documents and its process.
- Potentially lead or join a Global Haem. SIG task force.
- 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.
 - 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.
- Leadership skills.
- Strong background within the field of global 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.
- 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 (the Vice-Chair will become Chair upon completion of their term).

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