

Job Description: Chair of the BSPED

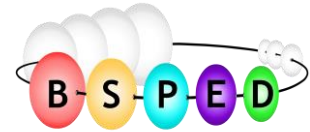
| | |
|----------------------------|--|
| Job title: | Chair of the BSPED (Executive Committee member) |
| Appointment: | Nomination via membership and election via e-vote of the membership. Appointment announced at the AGM. |
| Eligibility: | Member of the BSPED |
| Desirable criteria: | Excellent leadership skills Broad knowledge of paediatric endocrinology and diabetes Previous experience of chairing a committee Must be available for society business and queries on an ad-hoc basis |
| Accountable to: | BSPED membership, Companies House, Charity Commission, Executive Committee. |
| Term of office: | One term of three years with the possibility of extending for one additional year. The election of a successor should be conducted at the end of the penultimate year of office to allow for a 1 year handover of duties and responsibilities. |
| Support: | BSPED Office (operated by the Society's Association Management Services provider) |

Role:

The Chair's role is one of internal strategic leadership and external-facing representation. The key responsibilities are:

1. Chairing the Executive Committee of the BSPED, including:
 - a. Chairing meetings (approx. 4 per year)
 - b. Ensuring agendas accurately reflect the issues and priorities facing BSPED at any time (Supported by BSPED Office)
 - c. Moderating discussions and resolving any conflicts to ensure that the Executive Committee runs consensually
 - d. Leading strategic planning discussions
 - e. Maintaining the wider view of the BSPED's activities and aims, working closely with the BSPED Office

2. Chairing the Annual General Meeting, including:
 - a. Chairing the meeting
 - b. Reporting to members on the overview of the year's activities
 - c. Moderating discussions and questions from the floor



3. Attending business meetings as necessary at the Annual Conference on behalf of the BSPED, including with Society officers and representatives, patient support groups and industry representatives.
4. Maintaining a quality control overview of the BSPED's activities and services.
5. Along with other Executive Committee members, acting as the voice of the BSPED externally. Key areas of representation are:
 - a. The RCPCH, with whom the BSPED is affiliated
 - b. Other endocrine societies, especially the Society for Endocrinology and the European Society for Paediatric Endocrinology
 - c. National Institute of Health and Clinical Excellence (NICE)
 - d. Other national societies including the ACDC
6. Participating in the Programme Organising Committee and other BSPED Committees as required.
7. Leading project work where necessary.
8. Participating in Executive Committee discussions via email on key matters relating to the Executive Committee and BSPED business, responding in a timely manner.
9. Being a Director and Trustee of BSPED
 - a. Be registered as a [Director of the registered company](#) and [Trustee of the charity](#).
 - b. All Executive Committee members have a responsibility to ensure that BSPED is managed legally and to best practice and to ensure that it does not enter into any financial obligations that it does not have funds to meet. All Executive Committee members have equal responsibilities in law to act honestly, fairly, in good faith and in the interests of BSPED. No Executive Committee member may put the interests of another organisation, or of a subset of members, before the general good of BSPED.
10. Conflicts of interest
 - a. Provide details to the BSPED Office of any conflicts of interest that may be relevant to their role as an Executive Committee member. These will be added to the Declaration of Interests Register held by the BSPED Office and circulated ahead of each Executive Committee meeting.
 - b. Sign a declaration confirming that they are eligible to serve as a Trustee under UK Charity Law.

All papers and minutes must be treated in strictest confidence.

Second class travel expenses and associated costs will be met by the BSPED. Executive Committee members will not otherwise be remunerated.