

Committee Chair role description

Term of Office: four years (including first year as Chair-Elect)

Reporting to: Council

Responsibilities

- Acting as an ex-officio member of Council, contribute to the setting of strategic aims and priorities of the Society and ensure the remit of the committee appropriately reflects these.
- Set goals for the committee in line with the remit and organise the committee (using sub- or working groups as necessary) to best achieve these goals.
- Encourage contributions from all committee members and recognise when additional external expertise is required.
- Ensure decisions are made and actioned in a timely manner to allow the committee to meet its goals.
- Ensure Council is informed and consulted appropriately and asked to approve relevant policies or new areas of activity.
- Review annually the knowledge, skills and diversity required within the committee to inform recruitment of new members.
- Act as spokesperson for the Society on external issues relevant to committee

Required input

- Chair all committee meetings so as to make effective use of time whilst promoting full participation by committee members.
- Attend and provide a report to Council meetings.
- Respond in a timely manner to committee business conducted by email.
- Occasionally represent the Society at external meetings.
- Promote and act in the best interests of the Society at all times.

Required skills

- Understanding of the challenges faced by different groups of Society members and the field of endocrinology more broadly in the context of the committee's remit.
- Ability to listen to different perspectives, challenge ideas constructively and make decisions that support the strategy of the committee and the Society.
- Commitment to the aims and values of the Society and willingness to act as an ambassador.
- Clear understanding of equality, diversity and unconscious bias.