



Role Description for Chair of Early Careers Forum

Role

To chair the Early Careers Forum, 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, Head of Membership and Volunteer Support Officer.

The strategic aims of the Early Careers Forum are as follows:

- Leading the Early Careers Forum through next phase of development and innovation.
- Implement new nonclinical membership benefits to support those at the start of their careers.
- Ensure that support for people working early in their careers in any role are supported across all BSH programmes.

Responsibilities

- Ensure the forum complies with the Society governing documents and its Terms of Reference.
- Chair forum meetings ensuring that they are run efficiently and effectively.
- Work with the forum to ensure:
 - The necessary skills are represented, and a succession plan is in place to help find new members when required.
 - Goals and relevant strategic and business plans are developed to achieve the forum'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 forum's aims.
- Reviewing and approving the meeting minutes and agendas before they are circulated.
- Prepare reports to the Board.
- Ensure that the decisions and recommendations of the forum have been actioned appropriately.

Desirable attributes

- Experience in committee work.
- Working within the first few years of any role within Haematology.
- 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 members.
- Ability to commit time to conduct the role well.

Time Commitment

The appointment is for two years (renewable once).

- 3-4 meetings a year which can be held remotely.
- 2-4 hours a month on Society work.