

Role Description for Governance Committee Member

Role

As a Governance Committee member, you will assist the committee in maintaining an overview of the Society's governance and compliance. The Governance Committee advises the Board on the above and ensures that the Company meets its fiduciary obligations and has appropriate corporate governance standards in place. In addition, the Committee gives advice on BSH membership, oversees elections to the Board and any other elected offices, approves committee chairmanship and membership and external posts where a BSH representative is requested by another organisation.

Responsibilities

- Aim to attend all meetings or send an apology to the chair and the assigned BSH support officer if you are unable to do so.
- Provide comments on papers where you are unable to attend.
- 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.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress.
- Maintain confidentiality whenever necessary.
- Individual contributions to the committee should be respected and always valued.

Desirable attributes

- Strong background or interest within governance of the society.
- Ability to commit time to conduct the role well.
- Good communication skills.

Time Commitment

The appointment is for three years (renewable once).

- 4-5 meetings a year which can be held remotely or face-to-face.