



## Role Description for Vice Chair of Supportive Care 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.

The appointment of the Vice Chair is a period of two years or until such time as the Chair's term ends or stands down. The Vice-Chair will usually step up to fill the Chair role, this is a good way of succession planning, ensuring future consistency for the Committee.

The strategic aims of the SIG Committee are as follows:

1. To bring together specialists with experience and interest in supportive care. The SIG aims to create a community with expertise and commitment to supportive care, positively contributing to BSH's activities, benefiting haematology practice and patients within the UK.
2. To contribute to the improvement of education and training in supportive care in haematology.
3. To provide a contact, coordinating and advocacy group for supportive care professionals, in conjunction with the BSH Trustees.
4. To contribute to and provide expertise for the development of relevant BSH guidelines and good practice documents.
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.
- 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 governing documents and its process.
- Work with the Chair to ensure:
  - A multidisciplinary committee with the necessary skills and expertise to facilitate the designated work and an appropriate succession plan to find new committee members when required.

- 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**

- Must be a BSH member.
- Experience in committee work.
- Leadership skills.
- Strong background within the field of Supportive Care
- 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.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- 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.

- 4 Committee meetings a year which can be held remotely.
- Attend the SIG Prioritisation Workshop face to face.
- 2-4 hours a month on Society work