

Role Description for Programme Committee Member

Role

As a Programme Committee member, you will assist the committee in developing and achieving its strategic goals. In addition to attending committee meetings, committee members also contribute new ideas and skills to help develop and achieve the committee's goal.

The strategic aims of the Committee are as follows:

1. To develop a robust and innovative Annual Scientific Meeting held in April in collaboration with BSH staff and the Professional Conference Organiser
2. To create a programme that enables scientific education and knowledge for multi-professionals to engage and learn in all areas of haematology
3. To identify/have input into speakers, main sessions, meet the expert sessions, timeslots and social activities for the overall programme
4. To promote and advance knowledge sharing in haematology

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
- Score abstracts submitted in relevant clinical areas
- 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, i.e., this may take the form of an ASM session that you may plan, deliver and attend
- Maintain confidentiality whenever necessary
- Ensure to respect and value Individual contributions to the committee

Desirable attributes

- Strong background or interest within the field of medical education
- Strong background or interest in planning scientific sessions and innovation in content delivery

- Ability to commit time to conduct the role well
- Good communication skills
- Good organisational skills

Time Commitment

The appointment is for three years (renewable once).

- 6-8 meetings a year which can be held remotely or face-to-face.
- Time spent between meetings feeding into programme planning, abstract scoring, possibly developing sessions and inviting speakers
- Possible attendance at Annual Scientific Meeting in April to chair sessions