

Role Description for Supportive Care Special Interest Group Committee Member

For the simplicity of this document, the Specialist Interest Group will be referred to as the SIG Committee and or Committee.

Role

As a Supportive Care SIG 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 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

- 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

- Must be a BSH member.
- Strong background or interest within the field of Supportive Care
- 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).

- 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