

## BACCH Executive Committee Job Descriptions

Position	Role and Responsibilities	Term of Office
Chair	<ul style="list-style-type: none"> <li>▪ Chairing and facilitating EC and Council meetings</li> <li>▪ Giving direction to policy-making</li> <li>▪ Guide and mediate actions with respect to organisational priorities and governance concerns</li> <li>▪ Bringing impartiality and objectivity to decision-making</li> <li>▪ Policy development</li> <li>▪ Representing the organisation at functions and meetings and acting as a spokesperson as appropriate (the Convenor will normally act for the Chair when the he/she is not available)</li> <li>▪ Liaising with the Executive Officer, Convenor and Hon Treasurer to keep an overview of the organisation's affairs and to provide support as appropriate</li> <li>▪ Regular column in each edition of BACCH News</li> <li>▪ Providing line-management to the BACCH Executive Officer</li> <li>▪ <b>Trustee and Company Director</b></li> </ul>	4 years
Treasurer	<ul style="list-style-type: none"> <li>▪ Maintain and strengthen the financial base of BACCH, to enable it to fulfil its responsibilities to its members.</li> <li>▪ Prepare, with the help of the Membership and Finance administrator, a financial report and accounts for the Annual General Meeting.</li> <li>▪ Monitor BACCH finances and make recommendations to EC on the annual subscription, any major expenditure and any investment decisions.</li> <li>▪ Negotiate any financial arrangements needed with other organizations.</li> <li>▪ Ensure that the organisation's arrangements for financial probity are sound and transparent.</li> <li>▪ Monitor membership, with the Membership and Finance administrator, and report on membership twice a year: once at the AGM and to EC after a 6-month interval.</li> <li>▪ Contribute an article to the BACCH News when relevant.</li> <li>▪ <b>Trustee and Company Director</b></li> </ul>	4 years (1 <sup>st</sup> as deputy)
Convenor	<ul style="list-style-type: none"> <li>▪ The key person in supporting the administrator in the day-to-day running of the organisation and also linking with other external organisations.</li> <li>▪ Attendance at other meetings in London and elsewhere to represent BACCH.</li> <li>▪ Regular contact with the BACCH office.</li> <li>▪ Policy development</li> <li>▪ Links with voluntary agencies</li> <li>▪ Coordinating and distributing requests from NICE and other consulting bodies</li> <li>▪ Coordinating BACCH's response to documents and distributing as necessary</li> <li>▪ Regular column in each edition of BACCH News</li> <li>▪ <b>Trustee and Company Director</b></li> </ul>	2 years
Assistant Convenor	<ul style="list-style-type: none"> <li>▪ Represent BACCH at external organisations as appropriate (e.g. BACD Exec Cttee, Paediatric Audiology Working Party)</li> <li>▪ Member of Newsletter Editorial Board</li> <li>▪ Other delegated work as required</li> <li>▪ Becoming Convenor after two years</li> <li>▪ <b>Trustee and Company Director</b></li> </ul>	2 years (followed by 2 as Convenor)

Academic Convenor	<ul style="list-style-type: none"> <li>▪ Responsible for the organisation of the programme for the BACCH ASM, including identifying the theme, speakers and workshop facilitators</li> <li>▪ Responsible for the organisation of the BACCH session at the RCPCH Spring Meeting</li> <li>▪ Contributes to the development of BACCH's role in continuing professional development</li> <li>▪ Contribute an article to the BACCH News when relevant</li> </ul>	2 years
Deputy Academic Convenor	<ul style="list-style-type: none"> <li>▪ Assisting the organisation of the programme for the BACCH ASM, including adjudication of abstracts</li> <li>▪ Assisting the organisation of the BACCH session at the RCPCH Spring Meeting</li> <li>▪ Becoming Academic Convenor (after two years)</li> </ul>	2 years (followed by 2 as Academic Convenor)
Newsletter Editor	<ul style="list-style-type: none"> <li>▪ Receive all copy for the news</li> <li>▪ Encourage the submission of copy both from EC and Council members and also via those working within the field of Community Child Health</li> <li>▪ Check all submissions for accuracy</li> <li>▪ Consult with fellow EC members regarding material which may be contentious</li> <li>▪ Liaise with BACCH administrators regarding advertising and inserts</li> <li>▪ Proof read copy</li> <li>▪ Supply all copy to the publisher clearly identified with regard to the section it is to go in</li> <li>▪ Supply a theme for the cover and graphics</li> <li>▪ Check/suggest graphics for content</li> <li>▪ Liaise with publisher regarding details</li> <li>▪ Produce four editions of Newsletter per year (if on leave ensure a deputy takes over)</li> <li>▪ Attend EC and Council meetings whenever possible</li> <li>▪ Instruct/inform any future deputy over the course of one year prior to them taking on the role</li> <li>▪ Member of Newsletter Editorial Board</li> </ul>	4 years (1 <sup>st</sup> as deputy)
SAS Rep	<ul style="list-style-type: none"> <li>▪ Respond to queries about issues specific to staff grade and associate specialist paediatricians, and specialty doctors</li> <li>▪ Contribute an article to the BACCH News when relevant to address current topics of interest and concern</li> <li>▪ Present a brief report to the AGM which is held during the Annual Scientific Meeting in September</li> <li>▪ Provide a voice for SAS members of BACCH</li> <li>▪ Serve on the RCPCH SAS Committee and Provide a voice for SAS members of BACCH to RCPCH</li> </ul>	4 years
Specialty Training (Chair, CSAC Community)	<ul style="list-style-type: none"> <li>▪ Advising the Executive of current training issues</li> <li>▪ Contribute an article to the BACCH News when relevant to inform members of training issues and new policies.</li> <li>▪ Run a workshop at the ASM to update trainees and trainers</li> <li>▪ Present a brief report to the AGM which is held during the Annual Scientific Meeting in September</li> </ul>	4 years

Trainee Rep(s)	<ul style="list-style-type: none"> <li>▪ Contribute to the agenda and workplan for BACCH activities</li> <li>▪ Represent the views of trainees to BACCH and ensure their views are heard</li> <li>▪ Liaise between the BACCH EC and trainee members on relevant issues for action</li> <li>▪ Promote community child health training and provide opportunities through social networking, articles in BACCH News, running an annual trainees' study day and encouraging regional trainee representation</li> <li>▪ Reps should be higher trainees on the CCH Grid</li> </ul>	<p>2 years</p> <p>(able to continue for further 2 years if no other applications)</p>
Workforce Officer	<ul style="list-style-type: none"> <li>▪ to support the development of the CCH workforce</li> <li>▪ to lead the BACCH workforce strategy and direction</li> <li>▪ to promote BACCH members' awareness of workforce issues e.g. through the newsletter and reports</li> <li>▪ to provide guidance on workforce issues to BACCH members</li> <li>▪ to work with the RCPCH workforce team, including CSAC, to ensure CCH is considered in all RCPCH workforce planning including</li> <li>▪ to maintain close links to the CCH CSAC, and to attend meetings as required</li> <li>▪ to represent CCH in planning the biennial RCPCH census, encouraging clinical leads to participate in the census and to advise on the analysis of results</li> <li>▪ to analyse and bring together CCH aspects of the RCPCH census</li> <li>▪ to plan and participate in other workforce surveys on behalf of BACCH</li> <li>▪ to maintain recruitment and workforce statistics for CCH in conjunction with the CSAC and RCPCH workforce team</li> <li>▪ to liaise with the specialty groups allied to BACCH on workforce issues</li> <li>▪ to liaise with other Colleges and agencies e.g. HEE, NHSE and their counterparts in the four nations, to develop a multidisciplinary workforce to support community paediatricians</li> <li>▪ to be aware of workforce initiatives in all four nations and be able to respond in a timely way to consultations with information on workforce needs</li> <li>▪ to promote CCH as a career, including support for recruitment and retention, on behalf of BACCH and with the RCPCH</li> </ul>	<p>4 years</p>

Last updated 16/04/20