



## **Role of Representative on BAPM Executive Committee**

**Role Title: Data Lead**

**Accountable to:** BAPM Officers and BAPM Members

**Term of Office:** 3 years from June 2020 (and up to 1 year handover and support to new rep when term of office ends.)

**Who can apply:** Any ordinary BAPM member

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### **Role Overview**

BAPM EC members play a key role in the planning and delivery of the work of the organisation. As Lead for a key BAPM Work Area, you will look for opportunities for their role to drive forward the BAPM Strategy. You will be supported to create and follow through a Work Plan and keep BAPM Officers and the BAPM Office up to date with progress. You will advise on data issues in BAPM's work programme and represent BAPM at relevant external events and committees. Face to face meetings of the Executive Committee are held three times per year, and there are an additional two or three meetings via video-conferencing. The work of the Representative will be ongoing between meetings, and will generally average 1-2 hours per week.

Previous experience in data management would be helpful, but is not essential – BAPM seeks enthusiasm and a willingness to learn!

### **What the Association can offer you**

#### **General**

- A central role in influencing BAPM work both in developing standards and delivering education to neonatal professionals
- A chance to learn about and influence the organisation and delivery of neonatal services at national level
- Opportunities to network with a wide and diverse range of professionals in neonatal and maternity care
- Exchange of knowledge and expertise

#### **Experience in management and leadership skills**

- Committee work
- Project organisation and time management
- Chairing working groups and sessions at educational meetings
- Strategic leadership of a major area of BAPM work



### **Career development**

- Peer mentorship and feedback
- Evidence of involvement in BAPM work for appraisal as well as career and salary progression

### **What the Association will expect from you**

- Attend 3 face-to-face EC meetings per year (usually Jan, May, Sept) and other phone/video conference meetings as needed.
- Work with the rest of the committee and BAPM Office to create and follow through a data work plan
- Get involved in other organisational and strategic work for BAPM.
- Represent BAPM as needed on outside bodies.
- Promote BAPM membership and its work to others and encourage their engagement.

### **Support**

The role is supported by the BAPM Officers, Executive Committee and BAPM Office. Representatives are reimbursed for travelling expenses and reasonable subsistence where appropriate to attend the Executive Committee and other relevant meetings.

### **Process**

Nominations should be submitted on the appropriate form by the advertised deadline by email or post to the BAPM office. If more than one nomination is received a ballot of the membership will be required and applicants will be asked to submit a statement of up to 250 words to support their application, outlining relevant experience and reasons for applying for the role.