

## Job Description

Title:	Chair of the BSACI Adult Allergy Committee
Role purpose:	The Adult Allergy Committee Chair is responsible for leading and developing a forum for discussing issues in specific to adult allergy services, education and research to ensure it meets the committee objectives and improves the quality of care for patients with allergies.
Background:	The BSACI Adult Allergy Committee was formed in June 2014 to represent the interests of those working in adult allergy services. The steering committee originally consisted of wide representation from a range of disciplines who supporting the work of the committee. Those who form the committee now have either a specific interest in adult allergy and work in or closely with adult allergy services.
Key Responsibilities:	<p>To provide leadership both to the forum and committee ensuring the delivery of outcomes are timely and measurable in relation to the committee objectives.</p> <p>Identify and prioritise the key issues which impact adult allergy services.</p> <p>Work closely with paediatric colleagues in relation to the development of transition of services for adolescent and young adults.</p> <p>Ensure the committee comprises a wide geographical spread of opinions from a wide range of practices.</p> <p>Working with the Adult Allergy Committee Secretary and BSACI office to oversee three meetings a year with the committee.</p>

Drafting and disseminating agendas, ensuring each committee member is effective in all aspects of their role.

A key responsibility of the Chair is ensuring each member signs a 'Confidentiality Agreement' and completes a 'Declarations of Interest' form which is scrutinized before each meeting ensuring any conflicts are declared and action is taken and minuted.

Report to council and attend a minimum of 2 (out of 3) council meetings each year and to feedback to BSACI Trustees any concerns or considerations that may arise when necessary.

To promote a culture within the committee of openness, transparency and wider engagement and ensure good information flows in and between BSACI committees, members and external stakeholders.

To ensure clinical information developed by the Committee is informed by current research is of high quality, clear, accurate and concise, and doesn't conflict with any other BSACI documentation.

### **Skills**

Leadership and chairing skills: Ability to organise, coordinate, and provide feedback on key decisions as well as manage competing or differing views professionally.

Communication skills: Possess excellent communications skills and the ability to conduct oneself in a positive and professional manner at all times.

Diplomacy, tact, and calmness is a must.

Ability to generate good working relations within the committee, across council, the organisation as well as between external stakeholders.

### **Knowledge**

Knowledge of how the society operates

### **Experience**

Experience in a senior leadership role or similar

Chairing complex meetings in an efficient and effective manner.

Experience of working with committees

Experience of dealing with and resolving conflicting views