

## Job Description

- Title:** Chair of the BSACI Adult Allergy Committee (AAC)
- Role purpose:** The Adult Allergy Committee Chair is responsible for leading and developing a forum for discussing issues 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 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:**
- To provide leadership both to the forum and committee ensuring the delivery of outcomes are timely and measurable in relation to the committee objectives, which is to provide a forum for discussing issues in relation to adult allergy services, education and research.
  - Identify and prioritise the key issues which impact adult allergy services.
  - Work closely with paediatric colleagues in relation to the development of transition of services for adolescent and young adults.
  - Ensure the committee comprises a wide geographical spread of opinions from a wide range of practices.

Ensure the committee is committed to Equality, Diversity and Inclusivity and comprises of a breadth of expertise and backgrounds to adequately represent the UK patient population, including those whose voices may be under-represented. Where a gap is noted, to co-opt an appropriate member for the duration of a specified project to advise and provide the required expertise.

Working with the Adult Allergy Committee Secretary and BSACI office to oversee three meetings a year with the committee. 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 documented.

Report to council and attend a minimum of 2 (out of 3) council meetings each year and to feedback to BSACI Trustees regarding 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 of high quality, is 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.

Raise awareness and importance of implementation of EDI within the scope of AAC function.

**Knowledge**

Knowledge of how the society operates

**Experience**

Experience in a senior leadership role or similar

Chairing relatively complex meetings in an efficient and effective manner.

Experience of working with committees

Experience in conflict resolution