

## Job Description

Title:	Chair of the BSACI Clinical Immunology Committee
Role purpose:	To lead the committee in line with the Terms of Reference (ToR).
Background:	The British Society for Allergy and Clinical Immunology Clinical Immunology Committee (CIC) exists to improve care for patients with immune mediated diseases
Key Responsibilities:	<p>To provide leadership to the committee when carrying out the strategic aims of the society by contributing to guideline development, education and training in immune mediated diseases.</p> <p>Ensure the committee is diverse and comprises different professions and disciplines as well as geographical spread in order to have input from a wide range of practices and to maintain close working links with patient support groups.</p> <p>Drafting and disseminating agendas, ensuring each committee member is effective in all aspects of their role.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>To ensure information developed by the committee is informed by current research and new thinking and is of high quality, is clear accurate and concise, and doesn't conflict with any other BSACI documentation.</p>

## Skills

Leadership and chairing skills: Ability to organise, coordinate, and provide feedback on key decisions.

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

Diplomacy, tact and calmness

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

Have a proactive approach to the work of the committee and the ability to enthuse and gain commitment from others.

**Knowledge**

Knowledge of how the society operates.

**Experience**

Experience in a senior leadership role or similar

Chairing meetings in an efficient and effective manner.

Experience of working with committees.

Experience of conflict resolution