

BSCB Sub-Committee Member – Role Description

Introduction to role:

To contribute to the effective working of the Sub-Committee by sharing responsibility with other members to meet the objectives set by the Sub-Committee. The member must therefore be given appropriate capacity by their organisation to achieve the roles set out below:

- To regularly attend the Sub-Committee meetings
- To read the papers on the agenda in advance of the meetings
- To assist the Sub-Committee Chair in producing and achieving the annual work plan – ensuring consistency with the objectives of the BSCB
- To contribute to the development of an agenda for Sub-Committee meetings
- To project lead at least one Sub-Committee task/activity or make substantial contributions to more than one task/activity per year
- To identify and engage non-members to assist with specific tasks/activities
- To play a part in raising awareness of safeguarding within own organisation and the wider community in Buckinghamshire
- To make the Sub-Committee Chair and own organisation aware when own work capacity impedes the progress of the Sub-Committee's work
- To identify, along with their organisation an informed substitute to deputise when necessary
- To ensure that the Sub-Committee promotes equality of opportunity through policies and practice
- To maintain up-to-date knowledge of safeguarding issues undertaking personal training as required