

## **BSCB Sub-Committee Chair - Role Description**

### **Introduction to role:**

The main role for the Chairs of the BSCB Sub-Committees is to steer the members and co-opted members in achieving the agreed objectives set out in the annual work plan. The Chair must therefore be given appropriate capacity by their organisation to achieve the roles set out below:

- To produce the annual work plan with the members of the Sub-Committee – ensuring that the contributes to the objectives of the BSCB Annual Business Plan
- To produce review the Terms of Reference with the Sub-Committee members on an annual basis
- To identify project leaders for individual tasks/activity
- To steer, and where appropriate chase, the work of members
- To be a member of the BSCB
- To present the work of the Sub-Committee at every BSCB meeting
- To produce an annual report on the activity and achievements of the Sub-Committee
- To bring to the attention of the BSCB any capacity or other issue that may impede the progress of the Sub-Committee
- To set the agenda for every Sub-Committee meeting
- To identify the allocation of funds within the expenditure allocated to the Sub-Committee
- To attend the BSCB Co-ordination Group
- To contribute to the development of the BSCB Business Plan
- To review the membership of the Sub-Committee and ensure that it is both representative and effective
- To ensure that the Sub-Committee promotes equality of opportunity through policies and practice
- To identify a deputy