



## **BSCB Sub Group Member Role Description V2: May 2015**

### **Introduction to role:**

The BSCB, other than the part-time presence of an Independent Chair and a small project team, has no existence other than as a collective unit. This means agencies must be sure their organisations and leaders actively share in leadership and shaping the Board, and in delivering its priorities.

The main role of Sub Group Members is to contribute to the effective working of the Sub Group by sharing responsibility with other members for achieving the objectives set out in the work plan. Members will need to be given appropriate capacity by their organisation to achieve the role set out below.

- To regularly attend the Sub Group meetings.
- To read the papers on the agenda in advance of the meetings.
- To assist the Sub Group Chair in producing and achieving the annual work plan, ensuring consistency with the objectives of the BSCB.
- To suggest relevant agenda items to the Chair and deliver items relevant to their own organisation or subject knowledge at meetings.
- To project lead at least one Sub Group 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 the own organisation and the wider community in Buckinghamshire.
- To make the Sub Group Chair and their own organisation aware when their work capacity impedes the progress of the Sub Group's work.
- To identify, along with their organisation, an informed substitute to deputise when necessary.
- To ensure that the Sub Group promotes equality of opportunity through policies and practice.
- To maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required

**Members should notify their Board representative if circumstance arise where they unable to contribute to the Sub Group work-plan or if they are unable to attend 2 or more meetings in a row.**