



BSCB Sub Group Chair 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 for the Chairs of the BSCB Sub Group 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 Group, ensuring that it contributes to the objectives of the BSCB Improvement and Development Plan.
- To produce and review the Terms of Reference with the Sub Group members on an annual basis.
- To identify project leaders for individual tasks/activity.
- To steer the work of members and ensure assigned tasks are completed.
- To produce an annual report on the activity and achievements of the Sub Group.
- To provide appropriate updates on the work of the sub-committee to the BSCB.
- To bring to the attention of the BSCB any capacity or other issue that may impede the progress of the Sub Group.
- To be prepared to comment and question, constructively challenging where appropriate and to escalate any risks or concerns to the BSCB.
- To set the agenda for every Sub Group meeting.
- To identify the allocation any funds allocated to the Sub Group.
- To contribute to the development of the BSCB Improvement and Development Plan.
- To regularly review the membership of the Sub Group and ensure that it is both representative and effective.
- To ensure that the Sub Group promotes equality of opportunity through policies and practice.
- To identify a deputy.