C5 Steering Committee Chair Role Description and Person Specification

The Steering Committee (SC) Chair has a strategic role to play in promoting, representing the vision and purpose of BTOG and growing the BTOG membership. The SC Chair ensures that the steering committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out in an impartial manner.

Ensure the SC and Board of Trustees (BoT) functions properly

- To plan and run SC meetings.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to SC meetings and decision-making.
- To facilitate change and address conflict within the SC and BoT.
- To review governance performance and skills.
- To plan for recruitment and renewal of the SC and succession planning for the Chair role.

Ensure that BTOG is managed effectively

- To liaise with the Senior Executive Officer (SEO), as appropriate, to keep an overview of BTOG’s affairs.
- To oversee the SC, SEO to ensure responsibilities for aspects of management are met, and specialist expertise is employed as required and to provide an operational/policy link between the Board of Trustees and the SC.
- To facilitate change and address conflict within BTOG, liaising with the SEO to achieve this.
- To advice and support the BTOG SEO.

Represent BTOG

- To communicate effectively the vision and purpose of BTOG.
- To advocate for and represent BTOG at external meetings and events.
- To advocate for and represent the BTOG position on consultation.
- To be aware of local, National, and International current issues that might affect BTOG.
- To recognise affiliation to BTOG wherever appropriate.
- To impartially represent BTOG to industry to nurture positive relationships and encourage sponsorship.

Develop BTOG

- To always act in the best interests of BTOG and facilitate growth of BTOG membership.

Qualities and skills required

- Experienced and knowledgeable in thoracic oncology as a clinician employed by an NHS Trust in the UK. Ability to demonstrate commitment to the speciality through work experience, published data/papers, involvement with other thoracic oncology committees, groups or advisory groups.
- Good leadership skills and good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a steering committee.

Term of Office: A term of office is 3 years and a steering committee chair can serve for a maximum of 3 terms (in succession or otherwise) subject to approval by the Board of Trustees and the Steering Committee.

Time Commitment: The role of SC Chair requires an estimated commitment of 1 PA (programmed activities) per week. Reimbursement: This is a voluntary post with no remuneration. Please also refer to the C1 BTOG Executive.