

BACCH Executive Committee Job Descriptions

Position	Role and Responsibilities	Term of Office
Chair	<ul style="list-style-type: none"> ▪ Chairing and facilitating EC and Council meetings ▪ Giving direction to policy-making ▪ Guide and mediate actions with respect to organisational priorities and governance concerns ▪ Bringing impartiality and objectivity to decision-making ▪ Policy development ▪ Representing the organisation at functions and meetings and acting as a spokesperson as appropriate (the Convenor will normally act for the Chair when the he/she is not available) ▪ Liaising with the Executive Officer, Convenor and Hon Treasurer to keep an overview of the organisation's affairs and to provide support as appropriate ▪ Regular column in each edition of BACCH News ▪ Providing line-management to the BACCH Executive Officer <p>Trustee and Company Director</p>	4 years
Treasurer	<ul style="list-style-type: none"> ▪ Maintain and strengthen the financial base of BACCH, to enable it to fulfil its responsibilities to its members. ▪ Prepare, with the help of the Membership and Finance administrator, a financial report and accounts for the Annual General Meeting. ▪ Monitor BACCH finances and make recommendations to EC on the annual subscription, any major expenditure and any investment decisions. ▪ Negotiate any financial arrangements needed with other organizations. ▪ Ensure that the organisation's arrangements for financial probity are sound and transparent. ▪ Monitor membership, with the Membership and Finance administrator, and report on membership twice a year: once at the AGM and to EC after a 6-month interval. ▪ Contribute an article to the BACCH News when relevant. <p>Trustee and Company Director</p>	4 years (1 st as deputy)
Convenor	<ul style="list-style-type: none"> ▪ The key person in supporting the administrator in the day-to-day running of the organisation and also linking with other external organisations. ▪ Attendance at other meetings in London and elsewhere to represent BACCH. ▪ Regular contact with the BACCH office. ▪ Policy development ▪ Links with voluntary agencies ▪ Coordinating and distributing requests from NICE and other consulting bodies ▪ Coordinating BACCH's response to documents and distributing as necessary ▪ Regular column in each edition of BACCH News <p>Trustee and Company Director</p>	2 years
Assistant Convenor	<ul style="list-style-type: none"> ▪ Represent BACCH at external organisations as appropriate (e.g. BACD Exec Cttee, Paediatric Audiology Working Party) ▪ Member of Newsletter Editorial Board ▪ Other delegated work as required ▪ Becoming Convenor after two years <p>Trustee and Company Director</p>	2 years (followed by 2 as Convenor)

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Academic Convenor	<ul style="list-style-type: none"> ▪ Responsible for the organisation of the programme for the BACCH ASM, including identifying the theme, speakers and workshop facilitators ▪ Responsible for the organisation of the BACCH session at the RCPCH annual conference ▪ Contributes to the development of BACCH's role in continuing professional development ▪ Contribute an article to the BACCH News when relevant 	2 years
Deputy Academic Convenor	<ul style="list-style-type: none"> ▪ Assisting the organisation of the programme for the BACCH ASM, including adjudication of abstracts ▪ Assisting the organisation of the BACCH session at the RCPCH annual conference <p>Becoming Academic Convenor (after two years)</p>	2 years (followed by 2 as Academic Convenor)
Newsletter Editor	<ul style="list-style-type: none"> ▪ Receive all copy for the news ▪ Encourage the submission of copy both from EC and Council members and also via those working within the field of Community Child Health ▪ Check all submissions for accuracy ▪ Consult with fellow EC members regarding material which may be contentious ▪ Liaise with BACCH administrators regarding advertising and inserts ▪ Proof read copy ▪ Supply all copy to the publisher clearly identified with regard to the section it is to go in ▪ Supply a theme for the cover and graphics ▪ Check/suggest graphics for content ▪ Liaise with publisher regarding details ▪ Produce four editions of Newsletter per year (if on leave ensure a deputy takes over) ▪ Attend EC and Council meetings whenever possible ▪ Instruct/inform any future deputy over the course of one year prior to them taking on the role ▪ Member of Newsletter Editorial Board <p><i>Supported by Trainee Newsletter Editor – see separate JD (as they do not serve on Exec)</i></p>	4 years (1 st as deputy)
SAS Rep	<ul style="list-style-type: none"> ▪ Respond to queries about issues specific to staff grade and associate specialist paediatricians, and specialty doctors ▪ Contribute an article to the BACCH News when relevant to address current topics of interest and concern ▪ Present a brief report to the AGM which is held during the Annual Scientific Meeting in September ▪ Provide a voice for SAS members of BACCH ▪ Serve on the RCPCH SAS Committee and Provide a voice for SAS members of BACCH to RCPCH 	4 years
Specialty Training (Chair, CSAC Community)	<ul style="list-style-type: none"> ▪ Advising the Executive of current training issues ▪ Contribute an article to the BACCH News when relevant to inform members of training issues and new policies. ▪ Run a workshop at the ASM to update trainees and trainers ▪ Present a brief report to the AGM which is held during the Annual Scientific Meeting in September 	4 years

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Trainee Rep(s)	<ul style="list-style-type: none"> ▪ Contribute to the agenda and workplan for BACCH activities ▪ Represent the views of trainees to BACCH and ensure their views are heard ▪ Liaise between the BACCH EC, regional trainee reps and trainee members on relevant issues for action ▪ Promote community child health training and provide opportunities through social networking, articles in BACCH News, running an annual trainees' study day and encouraging regional trainee representation <p>Reps should be CCH Grid trainees</p>	<p>2 years (can continue for 2 more years if no other applications)</p>
Workforce Officer	<ul style="list-style-type: none"> ▪ to support the development of the CCH workforce ▪ to lead the BACCH workforce strategy and direction ▪ to promote BACCH members' awareness of workforce issues e.g. through the newsletter and reports ▪ to provide guidance on workforce issues to BACCH members ▪ to work with the RCPCH workforce team, including CSAC, to ensure CCH is considered in all RCPCH workforce planning including ▪ to maintain close links to the CCH CSAC, and to attend meetings as required ▪ to represent CCH in planning the biennial RCPCH census, encouraging clinical leads to participate in the census and to advise on the analysis of results ▪ to analyse and bring together CCH aspects of the RCPCH census ▪ to plan and participate in other workforce surveys on behalf of BACCH ▪ to maintain recruitment and workforce statistics for CCH in conjunction with the CSAC and RCPCH workforce team ▪ to liaise with the specialty groups allied to BACCH on workforce issues ▪ to liaise with other Colleges and agencies e.g. HEE, NHSE and their counterparts in the four nations, to develop a multidisciplinary workforce to support community paediatricians ▪ to be aware of workforce initiatives in all four nations and be able to respond in a timely way to consultations with information on workforce needs ▪ to promote CCH as a career, including support for recruitment and retention, on behalf of BACCH and with the RCPCH 	<p>4 years</p>

Document last updated: July 2024