**BACCH Chair**

**Short Job description**

* 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
* Trustee and Company Director

**Full Job description**

BACCH is a membership organisation and is wholly dependent on its membership, both for the majority of its income and organisational workforce which is provided on a voluntary basis.

The Chair is responsible for ensuring the development of the organisation is in line with the expectations of the membership and enables the improvement of community child health services for children and families.

**Responsibilities**

* Chairing meetings of Executive Committee (x 4 a year) and Council (x 2 a year)
* Providing direction to strategic organisational development
* Guide and mediate actions with respect to organisational strategic objectives and governance
* Bringing impartiality and objectivity to decision-making
* Policy development
* Representing the organisation and acting as a spokesperson as appropriate
* Liaising with the Executive Officer, Convenor and Hon Treasurer to keep an overview of the organisation's affairs and to provide support as appropriate
* Providing line-management to the BACCH Executive Officer *(note: for HR and office matters the Executive Officer reports to the RCPCH Director of Corporate Services)*
* Regular column in each edition of the quarterly *BACCH News*

**Competencies and commitments**

The Chair is responsible for providing leadership and strategic direction. He/she will work with the other Trustees, the Executive Committee and Regional Coordinators to achieve the aims and objectives of the Association, while ensuring that it fulfils the governance and compliance responsibilities.

* Commitment to the organisation
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* Ability to think creatively
* Able to listen with an open mind
* Willingness to challenge creatively
* Ability to work effectively as a member of a team
* Leadership skills
* Experience of committee work
* Tact and diplomacy
* Good communication and interpersonal skills
* Impartiality, fairness and the ability to respect confidences

**Time commitment**

The allocated time commitment is currently one PA per week. The current expectations cannot be fully completed in this time allocation and therefore there is a degree of prioritisation which inevitably means not all expectations are completed.

Because of the demands, emails, phone calls, meetings (via Teams or in London), the work cannot be managed within a single PA and therefore requires a flexible diary.

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