

British Society of Abortion Care Providers (BSACP)

Regional Representative - Job Description

Outline of the role

The Regional Representatives for Scotland, Wales and Northern Ireland will have specific responsibility to work with the Chair(s), Officers and Administrator to ensure that BSACP is fully appraised of the country situation and represents its members in that country.

Each Regional Representative will support the Chair(s) and contribute to the overall goals of the BSACP. Each Regional Representative is, ex officio, a member of Council of the BSACP.

Responsibilities of the role

The Regional Representative will have the following responsibilities:

1. To work with the Chair(s), Officers and the Administrator to ensure that BSACP and its aims are supported at all times.
2. To be responsible for the following areas of BSACP work:
 - a. To ensure that BSACP is fully appraised of their country situation in respect of abortion care
 - b. To represent BSACP members working in their country.

Reports to:

Chair(s) and Council

Main duties:

1. Attend 80% of Council meetings (some held by telephone or Skype)
2. Provide a country report at Council meetings
3. Main point of reference for the Administrator for matters relating to their country
4. Act as a spokesperson for BSACP for matters relating to their country
5. Advise the Chair(s), Officers and Council on all matters relating to their areas of responsibility in a timely manner
6. Conform to BSACP policies and procedures.

These duties may change from time to time by agreement.

Key working relationships:

- Chair(s) and other Officers/Council members
- Administrator

Commitments:

- The Regional Representative will promote BSACP membership in their country.
- The Regional Representative is required to attend the BSACP Council, the Annual General Meeting and other relevant committees.

Terms:

The Regional Representative shall hold office for three years and be eligible for election to one further term of three years. Election takes place at a meeting of Council by a ballot from a list of nominations.

The position is not remunerated, although BSACP will reimburse travel and subsistence expenses incurred when on official duties.

Skills and attributes:

It would be desirable for candidates for election to the role of Regional Representative to demonstrate that they are of good standing and have:

- a good understanding of the workings of BSACP
- good communication skills
- the respect of peers and confidence of the profession and specialty.

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