

British Society of Abortion Care Providers

Chair - Job Description

Outline of the role

BSACP encourages the appointment of two Co-Chairs to ensure representation of the different disciplines involved in abortion care. Neither Co-Chair is senior to the other. Reference to the Chair in this Job Description includes both Co-Chairs. The Chair will have specific responsibility for leadership of BSACP. The Chair will ensure that all countries that make up the UK, and the Crown Dependencies, are fully represented in the activities of BSACP.

The Chair will contribute to the overall goals of the BSACP.

The Chair is a member of the BSACP Council by virtue of their position.

Responsibilities of the role

The Chair will have the following responsibilities:

1. To work with the Co-Chair, Officers and the staff to ensure that BSACP and its aims are supported at all times.
2. To be responsible for the following areas of BSACP work:
 - a. Liaison with other relevant national and international organisations
 - b. Ensuring BSACP is in step with the national direction of travel
 - c. Leading on matters of BSACP policy

Reports to:

Co-Chair and Council

Main duties:

1. Attend 80% of Council and Officers' meetings (held in person and online)
2. Chairing Council and Officers' meetings
3. Encouragement of other Officers and Council members
4. Oversight of the direction of progress of BSACP
5. Develop personal relationships with high-level representatives of other national organisations
6. Act as a spokesperson for BSACP

7. Advise the Co-Chair, Officers and Council on all matters relating to their areas of responsibility in a timely manner
8. Lead specific projects as required by Council.
9. Conform to BSACP policies and procedures

These duties may change from time to time by agreement.

Key working relationships:

- Co-Chair and other Officers/Council members
- BSACP Staff
- Leadership of partner organisations

Commitments:

- Oversight and leadership of BSACP
- The Chair is required to attend the BSACP Council, Officers' meetings, the Annual General Meeting and other relevant committees.

Terms:

The Chair shall hold office for three years and be eligible for election to one further term of three years. Election takes place at the Annual General Meeting of the Society.

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 Chair to demonstrate that they are of good standing and have:

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

August 2024