

Role Description: Chair

LEADS & SUPPORTS: MASCIP Committee Members & Secretary

PURPOSE:

To enable the Committee to lead MASCIP; providing a national professional forum to promote standards in clinical practice, foster research and encourage the development of health and social care services for people with spinal cord injuries.

ROLE SUMMARY:

- Provide leadership and direction to the MASCIP Committee, enabling the Committee to fulfil their responsibilities for the overall governance and strategic direction of MASCIP.
- Ensure that the organisation complies with its constitution and any relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its constitution.

KEY RESPONSIBILITIES:

- Provide leadership for the Committee in their role of setting the strategy, plans and policies of the organisation, and managing finances
- Plan the annual cycle of Committee meetings and set the agendas
- Chair and facilitate Committee meetings
- Monitor decisions taken at Committee meetings to ensure they are implemented
- Give advice, support and feedback to individual Committee members to help them to make the most effective contribution to MASCIP
- Represent the organisation at events, meetings or functions, acting as a spokesperson for the organisation where appropriate
- Attend and be a member of other committees or working groups when appropriate. Nominate and support other Committee members in their roles including the UKSCIRN rep to encourage multicentre research
- Be an active Committee member in general (see role description)
- Liaise closely with and assist the conference sub-committee in the organisation of the annual conference

TIME COMMITMENT:

- Approximately 8 days per year for meetings plus time spent organising and preparing for the meetings/conference and other work – approx 2 hours per week average (planning and organising November's conference is the busiest time of year). Normally 3 years tenure.

THE PERSON:

- Commitment to MASCIP
- Leadership ability: integrity, diplomacy, strategic vision, sees the bigger picture
- Able to take decisions for the good of the organisation. Good, independent judgement
- Willing and able to devote the necessary time and effort to their role
- Excellent interpersonal skills: tact; willingness to share own views and listen to others
- Team player
- Understanding of the context in which MASCIP and its members work
- Desirable - senior staff member at a UK spinal cord injuries centre

The Chair will be a Committee Member and will normally be elected by Committee as Vice Chair prior to being elected as Chair.