

Role Description: Committee Member

PURPOSE:

To contribute to leading MASCIP in 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.

KEY RESPONSIBILITIES:

- Be collectively responsible for the actions of MASCIP and the Committee
- Actively contribute to the Committee's role in agreeing the strategic direction of MASCIP, setting policy, defining goals and targets and evaluating performance
- Ensure MASCIP applies its resources exclusively in pursuing its objectives. Ensure the financial stability of MASCIP and the proper investment of its funds. Protect and manage the property of MASCIP
- Ensure the effective and efficient administration of MASCIP
- Attend meetings and read papers in advance of meetings, including sub-committee meetings as appropriate
- Carry out specific operational tasks as agreed with and delegated by the Committee
- Keep informed about the activities of MASCIP and wider issues which affect its work
- Safeguard the good name and values of MASCIP
- Declare any conflict of interest while carrying out the duties of a Committee member
- Act as the MASCIP link person for the SCIC for which he/she works

In addition to the duties of all Committee members, each should use any specific skills, knowledge or experience they have to help the Committee reach sound decisions. This will involve scrutinising Committee papers, leading discussions, focusing on key issues, and/or providing advice and guidance relevant to the area of MASCIP's work in which the Committee member has special expertise.

TIME COMMITMENT:

Approximately 4 days per year for meetings plus time spent organising and preparing for the meetings/conference and other work – approx 1 hour per month average. Tenure normally 3 years but may be elected for second term.

THE PERSON:

- Commitment to MASCIP
- Integrity
- Sees the bigger picture; can take decisions for the good of the organisation. Good, independent judgement.
- Willing and able to devote the necessary time and effort to their role
- Good interpersonal skills: tact; willing to share own views and listen to others
- Team player: flexible, helpful and communicative
- Understanding of the context in which MASCIP and its members work
- A specific area(s) of expertise matching current organisational need.
- We aim for two-thirds of the board to be currently employed by a UK spinal cord injuries centre in a role directly working with people with SCI

Interested individuals can nominate themselves and will be appointed by committee vote. Up to 3 committee members can be co-opted in any one-year period.