



Committee Chair/Member Role Descriptions

Appointment process

- The chair is nominated by a transparent, balanced and appropriate panel. Appointments are made on the basis of merit, and applications from all suitably qualified and eligible candidates are encouraged
- The appointment is ratified by the trustees.

Term of office

The chair normally serves for three years plus an additional discretionary one year.

Role

General

The chair:

- Is a member of The Renal Association in good standing
- Appoints a deputy chair
- With the clinical vice president:
 - reviews the terms of reference of the committee every two years
 - reviews and appoints new members to the committee as vacancies arise
- Convenes meetings of the committee at least twice a year either face to face or remotely
- Ensures accurate recordings or proceedings are kept either in the form of minutes or action notes.
- Agrees a workplan and targets at the start of the calendar year with the clinical vice president and CEO ensuring alignment with the strategic direction.
- Establishes task and finish groups to deliver on the agreed workplan and monitors progress, reporting back via the clinical affairs committee

- Reports significant financial or reputational risks via the finance and risk committee

Specific

Qualities of an effective chair of the committee

Communication skills

- Demonstrates ability to communicate with committee members, staff and other groups
- Demonstrates willingness to listen, remains open-minded and encourages free expression of ideas, opinions and recommendations.

Participation

- Knowledgeable about and committed to the committee's area of activity and demonstrates an understanding of the key issues it faces
- Demonstrates active participation in the affairs of the association and/or the renal community
- Ability to think in terms of the RA's overall goals and apply the committee's role and objectives to the RA's wider strategy.

Leadership

- Commands attention and inspires others
- Demonstrates ability to create a positive work atmosphere
- Controls without dominating
- Understands power relationships within the committee, and of groups within the association
- Demonstrates an understanding of how to ensure delivery of the committee's objectives.

Administrative skills

- Understands, and able to work effectively with, the secretariat
- Has the ability and capacity to self-motivate and deliver the committee's objectives
- Understands and supports orderly procedures for conducting work.

Relationships

Other meetings and committees attended

- The Renal Association council

Other organisations