

Committee Member – Role Description

Purpose

Use knowledge, skills and experience to contribute to the leadership of MASCIP and deliver MASCIP objectives i.e. 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

- Act in line with the [constitution](#)
- 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
- Participate in the delivery of tasks associated with MASCIP's objectives including documents and events to develop practice
- 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
- Promote the role of MASCIP and its objectives within professional activities associated with spinal cord injury

Time Commitment

Approximately 4 days per year for meetings and conference

2-3 hours per month preparing for the meetings and contributing to service development documents and events

Organisation

- Committee members, 8 currently employed by an NHS UK and Northern Ireland SCICs or Dublin SCIC
- Up to 3 co-opted members, brought in by the committee to fulfil specific functions as defined by the committee
- Committee members are selected by the membership through anonymous ballot at AGM
- Officer roles are filled by committee members, are selected by the committee and most committee members will hold one:
Chair, secretary, membership secretary, treasurer, sponsorship lead, social media lead, newsletter editor, website editor, conference curator and conference organiser
- Tenure is renewed by committee vote every 3 years

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
- Specific area(s) of expertise matching current organisational need.
- Fulfils the requirement for two-thirds of the committee to be currently employed by an NHS UK and Northern Ireland SCIC or Dublin SCIC

History:

19/05/22	Final agreed by committee	Benita Hexter
----------	---------------------------	---------------