**BOA COMMITTEE MEMBER PERSON SPECIFICATION**

This person specification should be considered in conjunction with the Terms of Reference of the Committee.

A strong performing committee must have a good mix of knowledge, experience and backgrounds to reflect the diversity of the orthopaedic profession and the BOA’s membership. All committees have a trainee representative, nominated by BOTA. Several committees have an SAS member post and these positions are open only to SAS members of the BOA. All other posts on committees (unless advertised otherwise) are available to Home Fellows.

The BOA Council and Executive Group are particularly keen to use the committee restructure as an opportunity to address issues regarding gender balance and diversity more generally on these groups. Up until now, some committees have been lacking in this area, and we strongly encourage women and those from minority groups to apply for the current roles.

We are very keen to ensure that the BOA committees are as diverse as the population they represent, and that a wide range of viewpoints and perspectives are involved. If you have any questions about the roles, and your suitability for them, feel free to contact the BOA’s policy team at policy@boa.ac.uk, or get in touch with any member of BOA Exec or Council or an existing committee.

Candidates are asked to explain how they meet the following essential skills and experience in their application. They should submit a CV and a covering letter that explains their reasons for applying and suitability for the role. The selection panel will include one member of the BOA Exec, the Chair of the Committee, and one other Council or Exec member.

**Time commitment**

Committee members are expected to attend around 3-4 committee meetings per year and to give sufficient time to their committee work between meetings. Committee members will also be expected to attend other BOA events as required. Committee meetings usually take place at the BOA office in London, and other events take place across England, Northern Ireland, Scotland and Wales.

**Duration of appointment**

Most appointments are for 3 years. Please view the list of current vacancies for any further information on the duration and scope of appointment.

**Expenses**

The BOA has online resources so committee members can book train tickets without incurring any personal costs. Travel is standard class. The BOA will also pay for any reasonable out-of-pocket incidental expenses to committee members for costs incurred as part of their role.

|  |  |
| --- | --- |
| **1.** | **A commitment to the BOA**  |
|  | Engaging with issues affecting the orthopaedic profession and working for the benefit of all members.  |
| **2.**  | **Leadership** |
|  | Being able to take difficult decisions, balancing priorities or competing demands including financial and political consequences and explaining them to others. Being proactive and taking the initiative, being creative and innovative.  |
| **3.**  | **A strong team worker** |
|  | Working with others successfully by building trust, through personal credibility and a collaborative style of working.  |
| **4.**  | **Corporate responsibility** |
|  | Able to be accountable and take corporate responsibility for decisions made by the committee and the BOA.  |
| **5.** | **Interest in the subject matter** |
|  | Commitment and desire to promote the work of (insert committee name) and the BOA in the UK and international orthopaedic communities.  |
| 6.  | **Actively contribute to ongoing committee work**  |
|  | Committed to attending all committee meetings, as well as undertaking ad hoc work in between meetings including (but not limited to) drafting and commenting on documents, and attending external meetings to represent the BOA.  |

It would be useful, but not essential, if candidates could explain how they meet the following skills and experience:

|  |  |
| --- | --- |
| **1.** | **Committee working** |
|  | Previous or present experience of working as part of a formal committee. |
| **2.**  | **Professional issues** |
|  | Knowledge and experience of, and interest in, engaging with professional issues relevant to the committee. |