



BOA COMMITTEE MEMBER PERSON SPECIFICATION

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

To stand for appointment to a committee position, there is a requirement that you are in 'current good standing' with the GMC. For our purposes, 'not in good standing' refers to either an interim order being issued and/or conditions or restrictions having been placed on your practice by the GMC or employer and/or suspension from the workplace.

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. Committees are the engine of the BOA which drive the important projects and initiatives that are inspiring action and effecting change across the country. Candidates should be strong advocates and ambassadors for the BOA, and show through their dedication and innovation that they are committed to the vision of the organisation.

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.

Candidates should be able to show:

1.	A commitment to the BOA
	Engaging with issues affecting the orthopaedic profession and working for the benefit of all members.
2.	How they would 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.
3.	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.
4.	Being a strong team worker
	Working with others successfully by building trust, through personal credibility and a collaborative style of working.
5.	Corporate responsibility
	Able to be accountable and take corporate responsibility for decisions made by the committee and the BOA.
6.	An 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.



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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.

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.

Further information for candidates:

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 will often take place virtually (e.g. using Zoom), although at least one meeting will take place in person. There is an option to join virtually for those that need to, even for the meetings that are held in person. We do encourage committee members to attend an in-person meeting at least once per year, and these are usually held in London at the RCSEngland building, though other events may 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.