

DRAFT responsibilities for Diabetes & Endocrinology Chairman and Vice Chairman

Both roles would be offered to work together to share responsibilities and to allow for cover of absence at meetings, the exact division of work would be decided amongst the successful candidates.

Generic elements to the Roles

- Planning and running of meetings (in conjunction with Sharon Caunt/Lydia Harris/Lynne Mallinson)
- Ensuring that the panel as a whole is achieving its goals
- Being the official representative of the Panel
- Act as a stimulator to utilise the interest and release the potential energies of all the panel members

Meeting Duties of the Roles

- To chair the meeting and control business of the meeting to the agenda
- To welcome members and introduce guests
- To facilitate a fair discussion, to keep order and make sure that everyone has the opportunity to contribute.
- To summarise and arrive at suitable conclusions or defer items to future meetings
- Consult and oversee the tasks conducted by other panel members
- Ensure that there is a record kept of all the decisions made and follow through if action is required
- Have a background knowledge of the panel's aims, and how panel's function.
- To provide a decisive decision to researchers on behalf of the Panel

Candidate Specifications

- To be someone who completes work and ensures a good job is done
- To be a decision maker
- To be good humoured and welcoming to the group
- To have confidence to command the meeting and make decisions
- To have impartiality, firmness, tact and common sense, courtesy, patience and tolerance.
- To have time to dedicate to work outside the actual meetings

As an estimate I would suggest time commitments would be an hour prior to each meeting to meet with staff with an additional 2 hours between meetings to review minutes and plan future meetings. There may be ad hoc duties required over and above this, if the candidates are happy with this