

## Heberden Committee Chair

### Role description

#### About us

British Society for Rheumatology is the leading UK specialist medical society for rheumatology and musculoskeletal care professionals. We support our members to deliver the best care at all stages of the care pathway, improving the lives of children and adults with rheumatic and musculoskeletal disease.

#### Our vision, mission and values

##### Vision

People with rheumatic conditions across the lifespan receive the highest quality outcomes and live well.

##### Mission

To champion the specialty, influencing change and building a thriving community of best practice.

##### Values

The values which guide our approach are:

- Celebratory – we celebrate the achievements in rheumatology
- Inclusive – we support everyone in the rheumatology community
- Sustainable – we work to reduce the impact of our activities on the environment
- Leading – we use our profile to drive change and support those working in the specialty
- Collaborative – we always seek to work with others to have a greater impact

You can read about our current 5 year strategy here: <https://www.rheumatology.org.uk/about-bsr/vision-mission-and-values>

#### Who might be interested in this opportunity

To be our new Heberden Chair, you'll need experience of scientific programme planning and/or experience in event or conference planning. This would be an exciting role for someone looking for an opportunity to support BSR to continue to develop our outstanding Annual Conference.

BSR is committed to encouraging inclusion, equality and diversity. We are actively trying to increase the diversity of our staff team and volunteer roles. We try to reduce as many barriers as we can for those with a disability, which you can find out more about [here](#). We welcome approaches from individuals from underrepresented groups, including those from minoritised communities, and those with a disability, to better reflect the community we serve and help broaden our perspectives.

#### Purpose of the role

The Chair's role is to lead and facilitate the Heberden Committee to achieve their responsibilities in advancing knowledge and practice in the field of rheumatology through developing an annual scientific programme and the dissemination of research at the BSR's annual conference. The Heberden Committee is directly accountable to the BSR Board of Trustees and will regularly report to the Board on the overall progress of the committee's work. The Chair acts as the main link between the Committee, the Board of Trustees, and BSR staff.

#### Main responsibilities of the role

- To chair the Heberden Committee meetings
- Appoint a deputy chair from committee members
- Manage declarations of interest
- To act as the main link between the Committee, other committee chairs where relevant, and BSR staff.
- Work with BSR staff to ensure the committee is made up of MDT representatives from the four nations working across the lifespan

- To support the Committee to carry out their responsibilities to:
  - Advance knowledge and practice in the field of rheumatology through the scientific programme at the BSR's annual conference
  - Encourage clinical or scientific excellence and celebrate success through the facilitation of awards
  - Facilitate BSR Special Interest Groups to meet
  - Develop a programme that fits the needs of the different professional groups in BSR members working across the lifespan
  - Work in liaison with other committees and external bodies as necessary to ensure the implementation of a high quality scientific programme
  - Work closely with the Education Committee to support the programme of shared activities including the Case-based conference
  - Create and oversee an annual workplan that monitors performance against agreed objectives in BSR's plans
  - Deliver a diverse conference programme in line with BSR's inclusivity value
  - Review symposiums and innovation session submitted by conference sponsors in line with BSR's Working with Industry policy

### Time commitment

We expect volunteering in this role to take approximately 2-3 days per month. This will include:

- Heberden Committee meets four times a year. Two of these meetings are half days (3 hours), and two are full days (6 hours)
- Attendance at BSR's Annual General Meeting (AGM)
- Meeting with the Events Manager on a monthly basis which can increase to fortnightly during busier times or at request of Chair.
- Reviewing session submissions and abstracts in advance of the committee meetings

You may also be invited, from time to time, to:

- Attend events and other meetings on behalf of BSR
- Attend training relevant to your role
- Be available between board meetings for advice and to make decisions via email
- Be available for other ad hoc requirements

### Induction, training and support

- BSR has an events team who carry out all day-to-day functions. The new Heberden Chair will have support from this team, and from the Director of Marketing, Education and Events and Head of Events both during their induction period and throughout their term in office. Support is also provided by the CEO and the Chair of Trustees.
- A comprehensive induction is provided for all new volunteers

### Term of office

The role term is 3 years.

This is a voluntary role; any expenses are paid in line with our Committee expenses policy.

### Person specification

1. Experience of scientific programme planning and/or education
2. Experience in event and/or conference planning
3. Understanding of MDT interests and latest developments across rheumatology
4. Strong interpersonal skills and ability to work constructively with others
5. Integrity, sound independent judgment
6. Ability to think and apply knowledge strategically
7. Willingness to listen and learn to make effective decisions
8. A commitment to BSR, its charitable objectives and values
9. Confident and effective communication skills with a range of audiences

10. A willingness to undertake training as might be required, and a willingness to devote the time and effort required to effectively discharge the duties of this role.