



BRITISH COMPRESSED GASES ASSOCIATION

Registered Office: 4a Mallard Way, Pride Park, Derby, UK. DE24 8GX

Company Number: 71798, England

Tel: +44 (0)1332 225120

www.bcgga.co.uk

Role Description

Role Title:	BCGA Technical Sub-Committee Vice Chair
Responsible to:	BCGA Board and Membership
Based at:	Home, with UK travel
Remuneration:	Non-remunerated, voluntary role
Length of Term:	Three years per term, maximum two terms in succession approved by Council from Membership

Purpose of the Role

The Technical Sub-Committee (TSC) Vice Chair is chosen by Council to support the chair of the TSC meetings, stepping in to the chair meetings as required and, when required, to represent the TSC and the wider membership as a substitute Member of the Technical Committee. The TSC Vice Chair supports the Chair in:

- General supervision of all business of the TSC.
- Assuring the TSC is making timely contributions towards the fulfilment of the Association's strategic objectives.
- Ensuring the TSC fulfils its obligations to the good governance of BCGA.
- Implementing the relevant Association policies and procedures.
- Upholding and representing the interest of the Members of the TSC.
- Liaising between the TSC, Technical Committee, Council and the staff team.
- Working in partnership with the CEO to ensure the effective running of the TSC.
- Undertaking in the Governance and Induction training and any other relevant training deemed necessary by the BCGA. and Council. BCGA will provide all relevant training.

Key responsibilities

1. To support and model leadership of the TSC.
2. In the absence of the Chair, chair meetings of the TSC, working with the Chief Executive and Committee Secretary to ensure agenda, reports and papers are delivered in a timely manner and include relevant information.
3. Ensure decisions are made in a timely manner and then translated into meaningful actions, holding appropriate parties accountable for success.
4. Facilitate accomplishment of the TSC's workplan.
5. Ensure the remit of the TSC (as detailed in the Terms of Reference) is adhered to and review those Terms of Reference within agreed timescales as directed by Council.
6. Ensure TSC business is conducted in line with the Association's Code of Conduct and related policies.
7. Contribute to regular reporting on the TSC's key activities for the Conference and Annual Report. This includes attending BCGA's Conference to make a presentation if required.

8. In the absence of the Chair of the TSC, represent the TSC and the wider membership on the Association's Technical Committee.
9. When required, represent the Association and its members to other organisations, the industry, government, and other agencies, the media and public, developing relationships with key opinion formers to maximise the benefit to the Association.

Person Specification

- Postholder must be from a Member of the Association in good standing
- Knowledge of the wider compressed gases sector
- Knowledge and experience of the main remit of the TSC as detailed in the terms of reference
- Accuracy and attention to detail
- The ability to communicate clearly both in verbal and written form, including presenting to and influencing an audience
- To be available for ad-hoc advice required by the staff team

Traits of a good Committee Vice Chair

- A commitment to the Association's mission: This results in the proper allocation of time to provide leadership, to help drive forward the Association, and to work with its members, leaders and staff team
- Able to articulate BCGA's vision and drive the Association toward achievement of that vision
- Good organisational skills, intelligence, business acumen and an advocate for the Association
- Strong, decisive leader with excellent judgement and a willingness to take responsibility for the TSC's actions
- A good public speaker with the ability to facilitate communication with and among BCGA's stakeholders
- When required, ability to communicate BCGA's key messages
- Flexibility: the Committee Vice Chair should lead the way toward openness to new ideas
- Supportive of TSC members, staff team, and Council members
- Unbiased: the Vice Chair should not confuse their own goals with those of the TSC
- A good listener: listen as much as talk and seek out information from BCGA's stakeholders
- Ability to bring people to consensus and translate the consensus into meaningful action
- Where needed, be prepared to make tough decisions, or make a decision where a decision amongst Committee members is not forthcoming.

Capabilities and Experience

The Committee Vice Chair will demonstrate the following capabilities and have experience in the following areas:

- Commitment to BCGA Mission, Vision, and goals
- Previous volunteer leadership or experience, strongly recommended
- Strong record of participation in BCGA activities
- Served in a senior management position (past or present)
- General business management knowledge and skills
- Interaction with senior executives at Board level
- Ability to work effectively as a team member
- Ability to lead and influence others
- Strong communications skills, both oral and written
- Exceptional integrity and work ethics

- Knowledge and understanding of the issues and challenges facing the compressed gases industry
- Strong leadership skills
- Ability, and a commitment from their employer (if appropriate), to fulfil the time and travel commitments needed to fulfil the Vice Chair's role

Time Commitment

Function/Activity	Typical Time Required
Committee Meetings	• 2-3 meetings per annum up to 4 hours duration
Preparation for Committee meetings, minutes & calls	• 1-2 days per year
Prepare Annual Report	• Half day
Working Groups	• Time will vary depending on type of requested activity / knowledge base - estimate 1 day per year
Reviewing BCGA Publications	• 2-3 days
Conferences	• Attendance at BCGA Conference - 2 days total