



BRITISH COMPRESSED GASES ASSOCIATION

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

Company Number: 71798, England

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www.bcgga.co.uk

Role Description

Role Title:	BCGA Sub-Committee 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 appointed by Council from Membership

Purpose of the Role

The Sub-Committee Chair is chosen by Council to chair meetings of the Sub-Committee and represent that Sub-Committee and the wider membership as a Member of the Technical Committee. The Sub-Committee Chair:

- Has general supervision of all business of the Sub-Committee
- Assures that the Sub-Committee is making timely progress towards the fulfilment of the Association's strategic plan
- Ensures that the Sub-Committee fulfils its responsibilities for the governance of BCGA
- Implements the Associations policies and procedures
- Upholds and represents the interest of the Members of the Sub-Committee
- Liaises between the Sub-Committee, Technical Committee, Council and the staff team of the Association
- Works in partnership with the Chief Executive to ensure the effective running of the Sub-Committee.
- Undertakes 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 undertake leadership of a Sub-Committee of BCGA's Council.
2. Chair all meetings of the Sub-Committee, 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 Sub-Committee's elements of the Association's strategic goals and objectives.
5. To ensure the remit of the Sub-Committee as detailed in the Terms of Reference is adhered to and review those Terms of Reference within agreed timescales as directed by Council.
6. To ensure Sub-Committee business is conducted in line with the Association's Code of Conduct and related policies that may be in place.
7. To produce a report on the Sub-Committee's key activities for the Conference and Annual Report. This includes attending BCGA's Conference to make a presentation if required.
8. To represent the Sub-Committee 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 Sub-Committee 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 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, executive leaders and staff team
- The Committee Chair should possess the ability 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 judgment and a willingness to take responsibility for the Association's actions
- The Committee Chair should be 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 Chair should lead the way toward openness to new ideas
- The Committee Chair should be supportive of the Committee members, staff team, Council and fellow Technical Committee members
- Unbiased; the Committee Chair should not confuse their own goals with those of the Committee
- A good listener; the Committee Chair should listen as much as talk and should 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, where a decision amongst Committee members is not forthcoming.

Capabilities & Experience

The Committee Chair will likely be able to 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
- Desired but not essential- 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
- Desired but not essential- 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 Chair's role (see below)

Time Commitment (in addition to those of a Technical Committee member)

<i>Function/Activity</i>	<i>Typical Time Required</i>
<i>Committee Meetings</i>	<i>[2-3] meetings per annum up to [4] hours duration Agenda run through call ahead of each committee meeting ([4-5] calls, approximately 1 hour in duration)</i>
<i>Preparation for Committee meetings, minutes & calls</i>	<i>[1-2] days per year</i>
<i>Prepare Annual Report Working Groups</i>	<i>[Half day] Time will vary depending upon type of requested activity/knowledge base (estimate [1] day per year)</i>
<i>Reviewing BCGA Publications Conferences</i>	<i>[2-3] days Attendance at BCGA Conference (2 days total)</i>