

LAST UPDATED 14 February 2013

## **CHAIR OF CPD COMMITTEE ROLE PROFILE**

### **ROLE OF THE CPD COMMITTEE**

To use best endeavours to provide members with a choice of conferences, courses and workshops that qualify for BANT CPD hours, meet NTC core curriculum, and fulfil part of the CPD requirement for attendance at external formal events.

### **ROLE OF THE CHAIR OF THE CPD COMMITTEE**

- Oversees and co-ordinates the goals of the committee
- Holds position for the minimum of 1 year and maximum of 3 years
- Keeps an up to date contact list and sends a copy to the administrator
- Finds and trains a replacement before standing down
- Arranges meetings 4-6 times per year
- Arranges for minutes to be taken at each meeting
- Holds a register for meeting attendance of committee members
- Is the main point of contact for the committee
- Presents a summary of the year's activities at the AGM
- Sends a committee member to present an interim report at BANT council meetings
- Updates and adds to the policies and documents that form the duties and goals of the committee
- Monitors support provided by the committee members and reports to council at the end of December each year
- Submits a register of attendance and hard copy of all the minutes of meetings that took place throughout the year to the administrator, at the end of December each year

### **COMMITTEE STRUCTURE**

- 1 voluntary Chair or 2 joint Chairs selected from BANT Membership or Council, reselected after 1-3 years
- 6 voluntary BANT Members reselected after 1-3 years
- The Chair is selected from the committee members, approved by the BANT Council and reports to the Council on all matters regarding the CPD Committee

**Email Contact Time – 6 hours per week**

**Meeting Contact Time – 4-6 meetings per year**