

## **Role Description**

### **BIS Technical Advisory Committee Member**

#### **Role Details**

<b><u>Title:</u></b>	Technical Advisory Committee Member
<b><u>Reports to:</u></b>	Chair of the relevant Technical Advisory Committee
<b><u>Remuneration:</u></b>	Voluntary position with reasonable expenses paid

#### **Specific Role of a BIS Technical Advisory Committee Member.**

To carry out the functions and requirements as set out in the Terms of Reference of the relevant Technical Advisory Committee.

#### **General Role of a BIS Technical Advisory Committee Member**

1. To provide advice and input in the Committee Member's areas of specific skills, knowledge and experience.
2. To exercise all reasonable care and judgment in reaching decisions.
3. To uphold BIS's values and standards.
4. To uphold the highest standards of integrity and impartiality; and to safeguard the name and reputation of BIS.
5. To develop a constructive working relationship with the relevant Technical Advisory Committee Chair and Members and with the CEO and relevant Executive Staff of BIS.

#### **General Duties of a BIS Technical Advisory Committee Member**

1. Proactively to operate as a Member of the relevant Technical Advisory Committee in the advice-giving and decision-making processes, so as to ensure that full consideration is given to all relevant options during the processes.
2. To take responsibility, in conjunction with the Committee Chair, for their own personal development, including maintaining a broad current knowledge of the work of BIS and undertaking training where appropriate.
3. To declare any interest in any Committee business and to properly manage conflicts of interest.
4. To comply at all times with BIS's policies in relation to Health and Safety, Safeguarding, and Equality & Diversity.
5. To commit a minimum of 8 days per year to the work of the Committee.
6. To comply at all times with the BIS Code of Conduct for Technical Advisory Committees.

## Person Specification for a BIS Technical Advisory Committee Member

Skills, Knowledge and Experience	Essential	Desirable
Experience and qualifications as set out in <b>Sections 2.1 and 2.2 of the Terms of Reference of the relevant Technical Advisory Committee</b>	✓	
Knowledge of the rules and regulations relating to the Committee's field of specialisation.	✓	
Commitment to supporting and developing ice skating from grass roots through to elite.	✓	
Knowledge of the international development of ice skating	✓	
Knowledge of sport development systems & structures within UK.		✓
Ability to effectively communicate and engage a wide range of stakeholders.	✓	
Good interpersonal skills, including the ability to work effectively within the Committee and an understanding of how a committee should operate.	✓	
Experience of adhering to, and promoting, high standards of corporate governance.	✓	
The ability to listen sensitively to the views of others, inside and outside the Committee, and to display good judgment.	✓	
The ability to take decisions in pressured circumstances and the skills and experience to influence decision making.	✓	
The ability to question intelligently, debate constructively challenge thoughtfully and decide impartially.	✓	