

Role expectations for HTA committee members



Introduction

The HTA's committees play a vital role in representing the voice of the member in the association. With an active and engaged committee we can make sure that decisions are taken with the best interests of members in mind. As a committee member you play a key role in representing the perspectives of the members represented by the committee and ensuring that the HTA's executive team develops plans and strategies that benefit its members. You will do this by providing input and feedback to the HTA's executive team on its plans and activities, as well as highlighting opportunities or threats to members so that the team can work with members to respond to these.

The role of a committee member is a volunteer role. HTA will cover out-of-pocket expenses – neither you nor your business will be expected to make any additional financial contributions to the HTA or its work as a result of you volunteering to serve on a committee.

Typically volunteering on one of our committees should take up to 30 to 40 hours a year, although this may vary from committee to committee and depending on any extra responsibilities you volunteer for.

Key expectations from a committee member

There are expectations of committee members relating to committee meetings, and to the business of a committee between its meetings.

As a committee member, you would be expected to:

- Make a good-faith commitment to serve a term of two years as a committee member
- Attend as many committee meetings as possible in the year, and no fewer than two thirds of scheduled meetings (committees typically meet three or four times a year)
- Acknowledge that by being part of a committee you agree to and work according to the following policies/guidance governing to the business of committees:
 - Committee members' code of conduct
 - GDPR policy
 - Diversity and inclusion policies
 - Competition law guidance
 - Declaration of interests
- Make reasonable efforts to consult informally with members on key topics so as to be able to represent their perspectives in committee discussions
 - NB – you are not a 'delegate' of members, nor required to canvass or represent any sort of 'block vote' – you can and should use your professional judgement and experience as a committee member as well as member feedback
- Complete any pre-reading prior to committee meetings so as to be able to contribute to the work of the committee

Role expectations for HTA committee members

Expectations of members *between committee meetings*:

As a committee member, you would be expected to:

- Make reasonable efforts to attend any webinars, events or briefing sessions put on for the HTA's committee members
- Attend any training or read any training notes produced for committee members to support them in their roles (such training to be provided at the HTA's cost)
- Use your professional network and contacts to consult with the members or colleagues you represent
- Use your professional network and contacts to communicate updates from the HTA on key topics so that they can make use of and benefit from the work HTA is conducting for them
- Respond to occasional enquiries from HTA staff members looking for informal feedback or input on the work they are planning or conducting for the association
- Advocate for the HTA to members and external stakeholders