

Role expectations for HTA committee chairs and vice chairs



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 chair you play a key role in making sure that the committee functions well, ensures value for members, and is a rewarding experience for those who volunteer. This document sets out some of the expectations of the chairs of our committees beyond those set out in the role expectations document for committee members.

As a committee chair you'll always have support from the HTA to draw on, from administrative support through to support from HTA directors and/or managers on the overall running of groups. This will help make sure that not everything falls on your shoulders, and that chairing the committee remains a rewarding and manageable commitment for you.

Key expectations from a Committee Chair

There are expectations of committee chairs relating to the management of committee meetings, and to the business of a committee between its meetings. Where vice-chairs are appointed, there is an expectation that the responsibilities described in this document can be shared, and also that the vice chair be able to deputise for the chair if required. We would typically expect that the role of a committee chair entails a time commitment of 50 to 100 hours per year, although this can vary depending on the committee in question and according to any additional responsibilities on the committee that the chair volunteers for.

Expectations of Chairs *at committee meetings:*

As a committee chair you would be expected to:

Work with the HTA manager/director assigned to manage the committee to agree an agenda which the HTA can circulate in advance

Ensure that the following documents (provided by the HTA) are circulated or read out before committee meetings, and ensure that they are noted and accepted by attendees

- Competition law compliance statement

- Declaration of interests and conflicts of interest

- Reminder of the code of conduct applying to all committee volunteers, with particular attention to the points relating to encouraging a welcoming and inclusive environment

Ensure in an impartial manner that all participants have a chance to speak and that all conflicting perspectives on an issue are heard

Challenge, with the support of the HTA manager or director present, any behaviours or comments in the meeting which breach the code of conduct for committee members, and in particular any anti-competitive, discriminatory, aggressive or abusive comments or behaviours

Review the draft minutes and action list documents produced for the meeting, for subsequent circulation to the rest of the committee

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Expectations of Chairs *between committee meetings:*

As a committee chair you would be expected to:

Make reasonable efforts to attend any webinars, events or briefing sessions put on for the HTA's committee chairs

Attend any training or read any training notes produced for committee chairs to support them in their roles (such training to be provided at the HTA's cost)

Act as the spokesperson for the collective point of view of the committee to media and government on key topics, working through the HTA's executive team and its processes to co-ordinate and prepare for these opportunities

Familiarise yourself with the overall strategic direction of the HTA, for instance by attending briefing sessions or briefings/meetings with HTA board, or other committee chairs, and to ensure that their committee's work aligns with, develops, and plays a part in shaping this strategic direction

Work with the HTA team and committee members to propose or review any changes to the terms of reference of the committee to be approved by HTA board

To attend key HTA meetings such as the HTA AGM and annual conference and any cross-committee meetings

Advocate for the HTA to members and external stakeholders

