



Job Summary / Scope:

CHAIRPERSON OF THE IT COMMITTEE 2024

Responsibilities

General Responsibilities

- Provide leadership to the IT Committee of BSCCP.
- Provide leadership and support for those involved with the digital platforms of the BSCCP.
- Continue to develop and implement quality assurance and governance measures for BSCCP with specific regard to the digital platforms of the BSCCP.

Specific Responsibilities

- To liaise with the secretariat to organise and chair 2 IT sub-committee meetings annually.
- To advise as to how to best represent the BSCCP in digital media.
- To liaise closely with the Chairperson of the CTC Committee to ensure that the educational content of the digital platforms of the BSCCP is appropriate and complimentary to the aims of both committees and the Society in general.
- To deal appropriately with questions or complaints arising from any part of the digital platforms of the BSCCP.
- To sit as a co-opted non-voting member on the BSCCP Executive Committee.

General

- This job description is not definitive and may be periodically reviewed.
- The previous Chair of the IT Committee would be an ex officio member of the IT Committee for 1 year to ensure continuity.

Tenure

- The appointment to Chair of the IT Committee would be for 3 years. On completion of this term of office the chair would be able to reapply to be considered for a further 3 year term. The re-application would be via the open competitive process.
- BSCCP Committee members are reminded of the need for regular attendance at meetings and non-attendance at 3 BSCCP Executive and Sub Committee meetings will result in the Committee Member being asked to step down.

Essential Experience:

- BSCCP Certified Colposcopist and Trainer (current)
- Excellent verbal and written communication skills
- Willing to work in a team environment
- Understanding of digital platforms
- A background in Governance/Quality Assurance