

Committee roles and responsibilities

(Please complete this as fully as possible)

- Name of Post : Chairperson
- This post is *Elected* / ~~Co-opted~~ to the SHINE Committee (delete as applicable)
- If an *Elected* post, how long is the term of office? Two years
- Are there any requirements for this post laid down in the SHINE Constitution?
If so, please cut and paste the relevant sections below:

Section 6

The Chair shall be elected by postal ballot prior to the Annual General Meeting of the Association (Network).

Section 9

The Chair of the Association (Network) shall be the Chair of the Committee

Section 10

(iv)

The Chair shall preside at all meetings. In his/her absence the meetings shall elect a Chair from their number.

(viii)

The Chair shall have a casting vote at any meeting.

Section 11

The Chair or any five members of the Association (Network) may require the Secretary to convene a Special Meeting of the Association (Network) upon serving a written notice stating the purpose of the meeting.

- **What are the main duties & responsibilities of this post?**
 - To provide co-ordination and leadership for the organisation
 - To chair meetings and annual general meetings
 - To assist the Secretary with the organisation of meetings setting of agendas and provision of accurate minutes
 - To work in conjunction with other Committee members or co-opted individuals on the production of discussion papers and/or reports
 - To produce an annual report for the AGM detailing activities of the organisation and produce regular update columns for SHINE Journal
 - To represent SHINE to other professional bodies, committees or representative groups
- **Are there other duties & responsibilities that the postholder has outwith SHINE (e.g. representing SHINE on other bodies, liaison contacts with other professional groups or individuals)?**
 - Represent SHINE to SLIC
 - Liaise with SCURL Health group

- Act as SHINE contact with NHS Library and Knowledge Development Network (LKDN)
- Act as a SHINE contact with any other health library or health information organisations

Are there any specific requirements or skills which the postholder would need?

- Experience of the Scottish health libraries sector
- Good communication skills
- Excellent organisational skills
- Good time management skills
- Ability to work as part of a team