

# **NOrF**

## **NATIONAL OUTREACH FORUM**

### **Executive Board Member Role Description**

#### **Chair**

The Chair is committed to providing vision to drive, and facilitation to achieve, the development of the NOrF as a recognised body representing and informing clinicians on all aspects of Critical Care Outreach in the United Kingdom.

This will only be achieved through the recognition of collective expertise and mutual support at the Executive Board and local membership level.

The position of National Chair is appointed by the Executive Board through the agreed rules of the organisation, and voted at AGM. The tenure period is two years, but shall be eligible for re election

#### **Key Responsibilities:**

- Plan and organise agendas for National meetings in conjunction with the Secretary.
- Chair and hold casting votes in national meetings and AGM, and to provide an annual report for the AGM.
- Evaluate Executive Board meetings and place outcomes against overall strategy for the organisation.
- Represent the interests and views of the organisation at local, national and international level.
- Build and maintain collaborative relationships with relevant bodies in order to maintain the profile of the organisation.
- Offer support to other Executive Board members to enable them to achieve the key responsibilities within their role.

#### **Vice Chair**

The Vice Chair will undertake the functions of the Chair in their absence.