

## ROLE DESCRIPTION FOR CHAIR OF THE NATIONAL OUTREACH FORUM (NOrF)

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, Rapid Response or equivalent services, in the United Kingdom.

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

The Chair holds an executive and advisory role positions within the Board.

The position of National Chair is appointed by the NOrF 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 NOrF 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 NOrF Board members to enable them to achieve the key responsibilities within their role

At the end of his/her term, the Chair will become the Immediate Past-Chair and will continue on an executive and advisory role of the Board.

The Immediate Past-Chair would be expected to provide counsel to the Chair and Vice-Chair and act on behalf of the Chair when called upon by the Chair.

If the current Chair is unable to serve temporarily, either the Immediate Past-Chair or the Vice-Chair, could stand in. If the current Chair is unable to serve permanently, the Vice-Chair should take upon the role of Chair pending ratification at the next Annual General Meeting.

## ROLE DESCRIPTION FOR VICE-CHAIR OF THE NATIONAL OUTREACH FORUM (NOrF)

The Vice Chair will undertake the role, key responsibilities and functions of the Chair in his/her absence.

The Vice-Chair holds an executive and advisory role positions within the Board.

The position of Vice-Chair is appointed by the NOrF Board through the agreed rules of the organisation and voted at AGM. The tenure period is two years and it would be expected to become the National Chair in succession of the current Chair at the end of his/her term.