



BIOS | BRITISH AND IRISH
ORTHOPTIC SOCIETY

PERSON SPECIFICATION

Post Title: BIOS Trustee

Requirements:	Essential:	Desirable:
Qualifications/Training:	<p>Orthoptic qualification recognised for Registration (Diploma or Degree) Registration with the HCPC Member of BIOS Work to requirements of the Professional Standards of the British & Irish Orthoptic Society (BIOS)</p>	<p>Demonstrable knowledge of the mechanisms registration, codes of practice and standards for orthoptists.</p> <p>Knowledge of BIOS documents and where to direct members to find them on the BIOS website.</p>
Previous Experience:		Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively.
Skills:	<p>Well developed organisational skills; use electronic systems to communicate with members; gain the confidence of colleagues that you represent; reflect members views and act as an ambassador for the country or region that you represent; present reports from BIOS council to members in written and verbal form.</p>	
Knowledge:		<p>The structure of the BIOS and articles of association. The role of a charitable trustee</p>
Requirements:	<p>Ability to travel to meetings and take part in teleconferences or video links as required. Attendance at BOSTU and BIOS Clinical Training days in the country/ region represented Attendance at trustee, council and BIOS AGM approx. 5 days per year. Attendance at extra ordinary BIOS meetings or AGM as required Participation in adhoc committees for example to review a complaint or recruitment process Willingness to lead workstreams /represent BIOS on committees with external organisations as required. Timely response to BIOS governance issues either electronically or face to face.</p>	