

Role description

Co-Chair, UK Kidney Week Programme Committee

Appointment process

Expressions of interest for Co-Chairs are usually sought from within the UKKW Programme Committee first and then opened up to the wider kidney community if a suitable applicant has not put themselves forward.

The Co-Chair is appointed by a transparent, balanced and appropriate panel. Appointments are made on the basis of merit, and applications from all suitably qualified and eligible candidates are encouraged.

The Co-Chair will have usually served as a member of the Programme Committee and will be a member of the UK Kidney Association in good standing.

The appointment is ratified by the responsible Trustees.

Term of office

The Co-Chair normally serves for two years and remains on the Committee as a member for a further year following their term.

Role of the Co-Chair

With the other Co-Chairs:

- Agrees a workplan and objectives at the start of the conference planning year with the responsible trustees and CEO, ensuring alignment with the strategic direction
- Leads on programme development for UK Kidney Week, ensuring the development of a scientific programme that covers a balanced and broad area of topics relating to kidney care for the whole multi-professional team.
- Reviews the terms of reference of the Committee every two years
- Reviews and appoints new members to the Committee as vacancies arise
- Supported by the Events Team, convenes meetings of the Committee at least fortnightly, face-to-face or remotely
- Supported by the Events Team, ensures accurate recordings or proceedings are kept either in the form of minutes or action notes.
- Convenes specialist programme workstreams with responsibilities for specific areas of the programme and monitors progress, reporting back to the Operational Leadership Group (OLG) via the responsible Trustees
- Reports significant financial or reputational risks to the CEO

Qualities of an effective Chair of the Committee

Communication skills

- Demonstrates ability to communicate with Committee members, staff and other groups
- Demonstrates willingness to listen, remains open-minded and encourages free expression of ideas, opinions and recommendations.

Participation

- Knowledgeable about and committed to the Committee's area of activity and demonstrates an understanding of the key issues it faces
- Demonstrates active participation in the affairs of the Association and/or the kidney community
- Ability to think in terms of the UKKA's overall goals and apply the Committee's role and objectives to the UKKA's wider strategy.

Leadership

- Commands attention and inspires others
- Demonstrates ability to create a positive work atmosphere
- Controls without dominating
- Understands power relationships within the Committee, and of groups within the Association
- Demonstrates an understanding of how to ensure delivery of the Committee's objectives.

Administrative skills

- Understands, and able to work effectively with, the Events Team
- Has the ability and capacity to self-motivate and deliver the Committee's objectives
- Understands and supports orderly procedures for conducting work.

Relationships

- Nominated responsible trustees
- Committee members
- Session proposers
- UK Kidney Association Events Team

Date agreed 16/09/2022

Date reviewed 16/09/2025