



The Role of Equal Opportunities & Diversity Representative

This role holder is a member of the BNA's National Advisory Committee ('the Committee'). The purpose of the BNA Committee is to represent different demographics and interests within the Association's membership, and to use their skills and experience to provide information and advice to the Council.

As with all posts on the BNA's Council and Committee, it is an unremunerated position. The term of office is four years, with the retirement date being that of the next Annual General Meeting to take place following the completion of four years in office. There is the option of standing for a second term. There must then be a break of at least one year before standing for election again, unless the individual is standing for one of the Trustee positions.

For full details of election, period of office, resignation and all aspects of governance applying to this role, see the Articles and Rules of Association.

The Equal Opportunities & Diversity Representative is expected to **take the lead at Committee level** on:

- **Advising the Council and Committee** on Equality and Diversity (E&D) issues
- **Seeking ways to improve involvement** where there may be under-represented groups within the BNA, as far as genuinely possible, and helping the BNA achieve gender balance on e.g. programme committees, council etc.
- Keeping the BNA Council and Committee **abreast of E&D developments** by, for example:
 - Receiving and reviewing the Equality & Human Rights Commission newsletter
 - Being aware of how other similar societies manage their E&D issues.
 - Being aware of general E&D issues as reported in the press.
- Annually **reviewing the BNA's E&D policy**
- Projects which **embed the policy's principles in practical ways** e.g. reviewing what E&D data is captured by the BNA and how it could be used, now and in the future, whilst maintaining the bounds of data confidentiality.
- being the BNA's **primary contact and representative for addressing any E&D concerns** raised by members and non-members
- **reporting on E&D related issues** at Committee meetings (four per year)
- **reporting on E&D related issues to the members** via the Bulletin and other communication outlets

More information

All BNA Committee members should be familiar with the Association's Articles and Rules. See bna.org.uk/about/governance/#governing-documents.