

BAME Vision – Roles

Background

BAME Vision was first set up in August 2020. BAME Vision delivered workshops, webinars, blogs, and developed a toolkit and charter with many more activities showcased on BAME Visions website. We also established our social media channels.

As BAME Vision started to grow and develop our strategy and Theory of Change, we soon identified the need for three sub-committees: Governance, Advisory and Operational, along with recruiting for additional members to join the Executive Team.

With this in mind we are excited to be growing and developing and we need more volunteers with the time, dedication, motivation and skills to carry our vision and mission forward with great passion. We have made significant progress and it is now time to further expand our reach, engagement, and address our aims.

More about us

BAME Vision's Vision: Ethnically diverse communities can make informed choices about their care and wellbeing relating to their vision.

BAME Vision's Mission: To tackle the inequalities which prevent ethnically diverse communities from making informed choices relating to their sight by empowering, engaging and connecting with all stakeholders.

BAME Vision's strategic aims seek to address the following issues:

- Lack of engagement from professionals and organisations claiming ethnically diverse communities are “hard to reach”,
- Lack of access to eye care information in a format and language ethnically diverse communities understand, from point of diagnosis onwards,
- Negative attitudes and cultural barriers to sight loss within all communities,
- Gaps in data about eye care, eye health and sight loss in ethnically diverse communities.

BAME Vision Values:



Inclusive - Increasing equality and diversity and working with all who share our vision and mission.

Pioneering - We will pave the way in addressing the barriers and challenges which have been faced for decades.

Engaging - We will engage with everyone who is at risk of or has sight loss including their loved ones, with professionals and anyone wishing to make a difference.

Respectful - We will respect decisions made by individuals regarding their choices, boundaries and cultures.

Available roles

Role of the Chair

The Chair of the sub-committee will have an array of important responsibilities above and beyond chairing each sub-committee meeting. It is essential that the person who takes on this role is committed to the sub-committee, enthusiastic and supportive.

The Chair will:

- Lead the sub-committee and, with the support of the vice chair and members, enable the sub-committee to fulfil its objectives as agreed in its terms of reference.
- Support and motivate members of the sub-committee to make active contributions to the sub-committee's work programme.
- Work with the Vice Chair and members to ensure that the sub-committee has timely information and management support to fulfil its role, as agreed in its terms of reference.
- Work with the members to set dates, agree agendas and organise meetings as required by the sub-committee to fulfil its role.
- Meet with the Executive team and other members of the sub-committee as required to manage the goals of the sub-committee.
- Chair sub-committee meetings and events and facilitate communications between sub-committee members and the Executive Team between meetings as necessary.
- Represent the sub-committee's views and interests as a member of the Executive Team.
- Attend quarterly Executive Team meetings and those more frequently where appropriate.
- Contribute to the overall aims and decision-making activities of the sub-committee.

Role of Vice-Chair

The Vice-Chair of the Sub-Committee will support their Chair in their role during sub-committee meetings. The Vice-Chair should be committed to the sub-committee, enthusiastic and supportive of both the Chair and the other members of the sub-committee.

The Vice-chair will:

- Support the Chair in ensuring effective leadership of the sub-committee.
- Deputise for the Chair at meetings, when required, including meetings of the Executive Team
- Attend meetings with the Chair and members of the Executive Team.

Desirable abilities and experience for both roles

- Skills in listening to and encouraging others to have a say.
- Ability to encourage and motivate others, ideally with good experience of leadership.
- Ability to work strategically in a professional setting.
- Excellent communication skills and confidence in addressing a small sub-committee.
- Ability to facilitate sub-committee discussion whilst adhering to the strategy within the timeframe.

Sub-Committees

Governance Committee

The role of the Governance Committee will be, but not limited to:

- To increase resource – finance, recruitment of new members,
- Strategic and mandatory reporting, monitoring and evaluation.
- Setting out templates for agendas, minutes and reporting of actions.
- Developing and monitoring policies.

The Governance Committee will have a minimum of five members.

Advisory Committee

The role of the Advisory Committee will be, but not limited to:

- Ownership of strategic direction.
- Ownership of the Theory of Change and any amendments to this.
- Advice and support for the committees.
- Identifying future opportunities.
- Risk assessment, control and prevention.

The Advisory Committee will have the power to convene extraordinary meetings as considered necessary.

The Advisory Committee will have a minimum of five members.

Operational Committee

The role of the Operational Committee will be, but not limited to:

- Accountability for delivery of projects.
- Working with the Advisory Committee to ensure delivery of the strategy.

The Operational Committee will have a minimum of five members.

Essential skills and experience for Advisory & Operational Sub-Committees only:

- Excellent experience or knowledge of eye health and sight loss, within ethnically diverse communities.
- Strong networking skills, ideally with existing connections to other relevant or similar sub-committees and organisations.

Role of Members in Sub-Committees

The members of the sub-committees will be guided by the chair and vice chair of the sub-committee which they belong to. Relevant duties will be determined by the chair and vice chair and the members will be required to contribute and support with delivery and play an essential part of a team. Members should be committed to attending all meetings and wherever possible, in case of absence, to send apologies and update on actions in writing to the chair and vice chair in advance. Members must be flexible to attend meetings arranged by the chair/vice chair, this may include extra meetings as needed between the regular schedule or meetings outside of traditional working hours e.g. evenings or weekends. Overall, members will be key in ensuring that the strategic objectives are being met and will play a vital role in delivering BAME Vision's Vision and Mission and therefore this will be a rewarding and fulfilling role.

Members will:

- Be enthusiastic and driven by motivation,
- Possess the relevant skills and some experience of the relevant sub-committee,
- Be supportive, a good team player, can use their own initiative,
- Be active in contributing towards delivery of activities and other duties set out by the relevant sub-committee.



- Shape, effectively operate and deliver the key objectives set out by the chair and vice chair of that relevant sub-committee, ensuring that the strategic goals are being met.
- Have a good knowledge and understanding of community engagement and cultural barriers from different ethnic communities
- Have experience and knowledge of the eye health and sight loss sectors, including vision impairment

How to Apply:

If you are interested in standing for the Chair, Vice-Chair or a member of a sub-committee role, please email info@bamevision.org with your CV and Covering Letter (no more than 500 words) stating your interest and suitability for the role, expressing relevant skills, experience and specifying which role you are applying for. Your summary will then be shared with the Executive Team. We are also keen to learn about other skills you may possess for example, communication, marketing, social media, minute taking, creating policies and so forth.

Successful applicants will hear the outcome of their application in the timeframe agreed by the Committee upon receipt of the application.

Please submit your application by 5pm on Friday 24th February 2023.

We welcome applicants to apply for more than one role.

We strongly welcome applications from those with lived experience, from ethnically diverse communities, their loved ones and professionals working within eye health, sight loss, community and faith groups. You may also apply if you strongly believe in our mission and vision and are passionate in delivering our strategic aims.

If you would like to discuss the roles in detail or would like further information, please email us at info@bamevision.org

We look forward to receiving your application.