Committee Chair / Co-Chair (HNCIG)

Role title: Chair / Co-Chair, Education Committee

Organisation: Head and Neck Cancer International Group (HNCIG)

Term: 3 years in the first instance; renewable for a further 2 years by agreement.

Line management: CEO or designated Deputy CEO

Reporting: To the HNCIG CEO (and/or Board via CEO, per governance arrangements)

Location: International (remote; virtual meetings)

Role purpose

Provide leadership for the Committee, ensuring delivery of the Committee's purpose and outputs as defined in the attached Terms of Reference (ToR).

Key responsibilities (core)

1. **Strategic leadership and direction:** Lead the Committee's agenda in line with the ToR; ensure clarity of priorities and deliverables.
2. **Chairing and coordination:** Plan, chair and facilitate meetings; ensure minutes/actions are captured and followed up. Maintain active engagement between meetings (email/workstreams) to progress outputs.
3. **Delivery and quality assurance:** Oversee progress against agreed deliverables (e.g., annual plans, reports, frameworks, guidelines—depending on the Committee's ToR).
4. **Governance and reporting:** Provide updates and outputs to the CEO (and where relevant, recommendations for Board consideration), consistent with the ToR.
5. **Collaboration and representation:** Foster collaboration across HNCIG Member Groups and relevant committees to ensure alignment and avoid duplication.
6. **People leadership, talent development and succession planning:** Provide line management to Committee members (or, if co-chaired, share line management responsibilities across the Co-Chairs). Support an inclusive, respectful, and productive Committee culture. Develop talent and expertise in Committee members (and beyond), including building capability and leadership pathways as part of succession planning.

Person specification (generic)

Essential

- Member of an HNCIG Member Group.
- Demonstrated expertise relevant to the Committee's scope (as per ToR).
- Proven ability to lead groups, deliver outputs, and work collaboratively in an international context.
- Strong organisation, communication, and stakeholder management skills.

Desirable

- Prior committee/board leadership experience in clinical trials networks or international research collaborations.
- Media/communications literacy (where relevant).

Time commitment (Chair / Co-Chair)

The successful candidate will be required to attend the following meetings and undertake related work between meetings:

- Meetings with the CEO: every 2 months (30 minutes).
- Meetings with all Committee Chairs: every 3 months (120 minutes).
- Alternate monthly meetings of the New Project Group (60 minutes).
- Board meetings: every 4 months (120 minutes).
- Monthly meetings with Co-Chair and Committee members (60–90 minutes).
- Ad hoc meetings with partners and industry.
- Ad hoc meetings and email correspondence with Co-Chair, Executive and potential partners between scheduled meetings.

How performance/success is judged (generic)

- Delivery of Committee outputs specified in the ToR within agreed timelines.
- Effective meeting leadership, member engagement, and cross-committee alignment.
- Clear reporting to CEO/Board as required.