



MetBioNet Chair Job Description

The overall role of the MetBioNet Chair is to support the Stakeholder group to deliver the aims of the Network, as outlined on the MetBioNet website, along with the setting the vision and national co-ordination required to enable specialised Metabolic Biochemistry laboratory services to continue to prosper and develop in all areas to deliver an up-to-date, high quality, responsive and progressive service for diagnosis and monitoring of patients with Inherited Metabolic Disorders.

Communication with Stakeholders

- Promote communication between MetBioNet and other key Stakeholder groups (e.g. British Inherited Metabolic Diseases Group, Metabolic Clinical Reference Group, UK Newborn Screening Laboratory Network, Blood Spot Advisory Group, IMD Blood Spot Screening Programme, EQA providers, UKAS) and ensure appropriate representation from MetBioNet as required.
- Take a lead role on behalf of MetBioNet in identifying and communicating any current issues that will have an impact on the delivery of Metabolic Laboratory services and co-ordinate the Stakeholder response as required.
- Be the key point of contact for MetBioNet and act as a spokesperson when required to represent the views of the Stakeholder group on key issues that affect Metabolic Laboratory service delivery.

MetBioNet stakeholder meetings

- Liaise with the MetBioNet Secretary in setting the date and venue of the MetBioNet Stakeholder meetings (held twice a year).
- With input from MetBioNet Officers, Secretary and Stakeholder laboratories, set the agenda for the meetings.
- Chair the MetBioNet Stakeholder meetings with the aim of supporting MetBioNet to identify key areas of work, agree priorities and action plans and follow up as required to ensure delivery of the key objectives.
- Agree the minutes with the Secretary for timely distribution after Stakeholder meetings.
- Organise additional Stakeholder meetings if required to address any time crucial responses/actions arising between the regular six monthly meetings.

MetBioNet constitution

- Ensure a regular review of the constitution and work with the Secretary to oversee any proposals for changes and Stakeholder ballots required for constitution updates.

MetBioNet officers

- Support and work with the MetBioNet officers (Secretary, Treasurer, Training and Education leads & Website Administrators) to deliver their roles.
- Oversee and work with the secretary to organise the appointment, renewal and replacement of the MetBioNet Officers when required

Other tasks

- The Chair may be required to perform other tasks as defined by the Stakeholder group.