

# National Audit Project

## Chairman of the Steering Group Role Description

### Roles and Responsibilities of the Chairman:

#### 1. Communication

- To be the 'public face' of the audit and promote its activities at every opportunity
- To be the designated spokesman for the audit in response to enquiries from the media
- To liaise with government and professional bodies to ensure that the audit remains aligned with national priority areas
- To ensure appropriate action is taken in response to audit results (at a local, regional or national level) in compliance with governance requirements

#### 2. Leadership

- To lead the Steering Group in determining the strategic planning of the audit.
- To co-opt individuals as required to assist in the work of the Steering Group and Sub-groups.
- To optimise the use of audit data by the Critical Care community through widespread dissemination of its findings and identification of opportunities for presentation and publication.

#### 3. Operational Role

- To provide a four hour session per week to the Project Team (for which the employing institution is reimbursed)
- To work closely with the Project Team and be available to provide expertise (in a timely manner) whenever it is requested
- To help the Project Team fulfil its administrative function by responding promptly to requests for assistance
- To oversee and contribute to the writing of the Annual Report
- To work with the Project Team in planning the Annual Meeting
- To liaise with the Project Manager on all matters that may impact on the operational activity of the audit.