

Deputy Director of conference and events

Last reviewed: September 2024

Next review: September 2026

Purpose of the role

The role of the deputy director is to help the director ensure the success of our conferences and events. The primary purpose of this role is to chair the working group that develops the programme for LabMedUK, develop new ideas to meet member needs and collaborate with other Societies and organisations on areas of common interest.

Responsibilities of the role

To chair the working group that develops the scientific programme for LabMedUK. This includes:

- Ensure deadlines are met enabling the programme to be launched when conference bookings go live (January)
- Monitor and report on EDI of conference speakers and chairs
- Report progress to the Conference Organising Committee
- Review all abstracts and ensure a process for scoring and selecting them
- Review the LabMedUK app and website content and marketing messages

Support the director to maintain oversight of other LabMed conferences and events where requested. This may include attending programme group meetings to provide input and feedback for:

- Bi-annual leaders summit
- Webinars delivered in partnership with sponsors
- Any other national conferences or events

Person specification

Essential

- Member of the Association for Laboratory Medicine
- Post HCPC or GMC registration experience
- Share LabMed's values

Desirable

- Obtained full FRCPATH
- Previous experience of LabMed committee meetings and events

Time commitment

- Attend 2 meetings of the Conferences and Events Committee each year
- Attend 10 meetings of the LabMedUK Organising Committee
- Chair 3-4 programme group meetings for LabMedUK programme group
- Availability for discussions/consultations with LabMed Events Manager
- Attend LabMedUK and other national meetings