

**Trent, Northern & Yorkshire Region
of the
Association for Clinical Biochemistry and Laboratory Medicine**

Job Description – Secretary

Term of Office: 3 years

Eligibility: All members of the Region

Eligible for re-election at end of term: Yes

Elected by: The defined nomination and election procedure.

In the event of more than one nomination being received, a secret ballot will be held.

All members of the region are eligible to vote for their preferred candidate.

Main duties and responsibilities:

Regional Committee Meetings

- Organise at least 3 regional ACB committee meeting a year
- Book a room for the meeting, or organise teleconference facilities through the ACB office.
- Circulate date and venue to committee members and request agenda items
- Circulate minutes of the previous meeting, agenda for current meeting and any associated papers, prior to the meeting
- Take minutes of the proceedings of the meeting and provide support to the Chairman
- Make a report to the meeting of any current issues relevant to the post
- Supply an electronic copy of the minutes (following their approval) to National Secretary of the ACB at Head Office in Tooley Street

Regional AGM

- Arrange for an AGM between the 1st January and 1st April each year
- Notify all regional ACB members at least 21 days in advance of the meeting
- Send out agenda, minutes and associated papers to all members at least 21 days before the meeting
- Give the secretary's annual report on the activities of the Region to the AGM
- Take minutes of the proceedings of the meeting and provides support for the Chairman
- Send an electronic copy of the approved minutes to the ACB Office

Committee Vacancies

- Notify the Chair and Committee members of any impending vacancies
- Arrange elections according to the rules of the Trent, Northern and Yorkshire Committee

- Circulate members requesting nominations
- Organize a ballot of the membership in the event of more than one nomination for a post.
- Inform the successful candidates and send them information about their new role
- Inform the ACB Office of any changes to the membership of the committee

Special General Meetings

- Receive requests for Special General Meetings, signed by not less than 5 members of the region
- Arrange the meeting and notify relevant members with not less than 14 days notice