Regional Meeting Secretary role description

Last reviewed: March 2024

Purpose of the Role

The role of the regional Meeting Secretary is to organise regional scientific meetings for members in the region to keep up to date on hot topics and developments in science, complete their CPD requirements and to network with members in the region.

Responsibilities

- Oversee the arrangements for one online and one in-person regional scientific meetings a year
- Collaborate with peers to devise a programme of speakers, calls for abstracts and prizes
- Coordinate the evaluation of abstracts and the distribution of awards
- Identify and extend invitations to speakers
- Work with the Association's Event Manager to finalise dates, venues, catering, and logistical arrangements.
- Work with the Association's Event Manager to promote scientific meetings via the website, member communications, and local networks or associations
- Work with the Association's Event Manager to prevent scheduling conflicts and duplication of topic with other regional meetings
- Forward any connections with corporate members and diagnostic firms for potential meeting sponsorship to the Event Manager
- Ensure the collection of meeting evaluation forms and compile a summary report for circulation among the regional committee
- Present regular update reports at regional committee meetings and deliver an annual report at the regional AGM
- Facilitate a thorough transfer of responsibilities to the elected successor upon vacating the position.

Support

- Branded agenda, meeting notes and letterhead
- Branded Association slide deck about membership benefits
- Sharepoint folder with relevant Association policies including Conference and Meetings Policy, Regional Events Policy, Regional Trainee Awards Presentation Guidelines and Expense Policy
- Event Manager and Communications support

Person specification

A full member either resident or working within the region

Term for the role

3 years (with no extension of the term)