



## **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:

- Work with the session chairs and staff team to ensure deadlines are met to launch the programme when booking open (January)
- Monitor and report on EDI of conference speakers and chairs
- Review all abstracts and ensure a process for scoring and selecting them
- Review the LabMedUK app and website content and marketing messages
- Report progress to the director

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 1 Conference and Events Committee meeting each year



- Chair 3-4 programme group meetings for LabMedUK programme group
- Availability for discussions/consultations with LabMed events manager
- Attend LabMedUK and other national meetings