



BMSS Officer Job Descriptions

Chair

Term of office 2 years

Elected from within the BMSS Executive Committee

Previous position Vice-Chair

Mission statement as per the constitution

Chair shall be the Chief Executive Officer of the BMSS: the Chair shall preside at all meetings of the Executive Committee and at General Meetings of the Members of the BMSS; shall have charge of the general and active management of the business of the BMSS and shall see that all orders and resolutions of the Committee are carried out; the Chair shall submit a report of the operations of the BMSS to the Members at their Annual General Meeting

Major activities:

1. Chair meetings of the Executive Committee.
2. Chair the Annual General Meeting (AGM) and, if appropriate, any Special General Meeting (SGM).
3. Make an "annual" report to each AGM in term of office.
4. Ensure that the Society operates in accordance with its Charter and charitable status.
5. Advise on appointment of officers.
6. Ensure that decisions of Executive Committee are implemented.
7. Ensure that decisions of General Meetings are implemented.
8. Take responsibility for the long-term future of BMSS.
9. Represent BMSS on appropriate national and international bodies and at national/international meetings.
10. Act as a figurehead for BMSS at its own meetings.
11. Act as a figurehead for BMSS at joint meetings.
12. Act as authorised signatory of BMSS cheques.
13. Issue invitations to accept Life Membership.
14. Issue formal invitations to the plenary and keynote lectures for the annual meeting.
15. Decide upon a suitable speaker for the Chair's invited lecture for the BMSS annual meeting and initiate invitation.
16. Present awards or prizes given by BMSS.