



BMSS Officer Job Descriptions

Education Officer

Term of office 4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

The Education Officer or a deputy appointed by the Chair, shall be responsible for all educational and training matters for the BMSS.

Major Activities:

1. Consider all aspects of training and education in mass spectrometry for the BMSS membership.
2. Negotiate book offers for student members *etc.* with publishers.
3. Liaise with Young Person's representative.
4. Liaise with Meeting Secretary in organisation of training courses, workshops, tutorials *etc.* at the BMSS Annual Meeting.
5. Co-ordinate BMSS out-reach activities, including the BMSS Lecturer.
6. Be responsible for the initial set-up and maintenance of the education and training section of the BMSS website.
7. Initiate the call for applications for Summer Studentships.
8. Receive, administer and approve, in conjunction with the Advisory Board, BMSS Summer Studentship applications and liaise with the Treasurer to issue cheques.
9. Collect Summer Studentship reports.