



## BMSS Officer Job Descriptions

### Meetings Secretary

Term of office                      4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

*The Meetings Secretary shall be responsible for the organisation and arrangements for the Annual Meetings of the BMSS and for the co-ordination of other meetings associated with BMSS.*

#### **Major Activities:**

1. Coordinate with the Special Interest Group (SIG) coordinator to ensure SIG meetings are delivered in a cohesive manner.
2. Chair meetings of the Annual Meeting Sub-Committee.
3. Arrange site visits to the conference venue.
4. Agree, with the Executive Committee, who will present the Maccoll Lecture, Robinson Lecture, Plenary and Keynote Lectures and ensure that the BMSS Chair issues the formal invitations (and confirm acceptance).
5. Ensure, in liaison with the BMSS Administrator that all arrangements are in place for a vendor exhibition at the BMSS Annual Meeting.
6. Ensure, in liaison with the BMSS Administrator and the Annual Meeting venue that all accommodation and catering requirements are in place.
7. Liaise with the BMSS Administrator, at regular intervals, with regard to all aspects of the annual meeting, including:
  - dealing with all aspects of registration
  - arranging the conference dinner and social events
  - dealing with the administrative aspects of the exhibition including liaising with the Exhibition organisers.
  - Sponsorship for/of the meeting.
8. Liaise with the Publicity Officer to ensure all publicity material (adverts, flyers etc.) contains all necessary information and is published timely and in appropriate places.
9. Produce, distribute and collate replies for the Delegate Questionnaire at the meeting.
10. Assist where required at the actual meeting to ensure that all aspects run smoothly.
11. Be responsible for the set-up and maintenance of the conference and meetings section of the BMSS website.