



BMSS Officer Job Descriptions

Papers Secretary

Term of office 4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

The Papers Secretary shall be responsible for receiving papers and abstracts submitted for presentation at annual meetings of the Society and shall also be responsible for arranging the refereeing of such abstracts and papers and for the preparation of the technical programme for meetings.

Major Activities:

1. Agree dates for the submission of abstracts for Oral and Poster presentations at the BMSS annual meeting.
2. Ensure that the call for abstracts is widely circulated.
3. Arrange for on-line submission of abstracts.
4. Arrange for the review, by session chairs, of all abstracts submitted.
5. Inform all abstract submitters of the outcome *i.e.* whether an abstract has been selected for oral or poster presentation.
6. Determine, with the Meetings Sub-Committee and BMSS Executive Committee, the Scientific Sessions to be run.
7. Liaise with the Meetings Secretary to compile the Scientific Programme.
8. Update the scientific programme on a regular basis and ensure that the current version is available on the BMSS website.
9. Ensure the session chairs are appointed and that they are aware of their responsibilities.
10. Collate, in conjunction with additional documentation provided by the Publicity Officer and BMSS Administrator, abstracts for the preparation of the printed meeting programme and electronic abstract/programme book.
11. Organise the Barber/Bordoli medal award judges.