



## BMSS Officer Job Descriptions

### **SIG Coordinator**

Term of office                      4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

*The Special Interests Group (SIG) co-ordinator shall be responsible for liaising between the Executive Executive Committee and the SIGs, for reviewing and managing the activities of the SIGs, advising on the appointment of SIG Leaders and encouraging SIG meetings where appropriate, including their participation in workshops and sessions at scientific meetings.*

#### **Major Activities:**

1. Receive requests for SIG subject areas, judge suitability with respect to current BMSS interests and activities, being mindful of new and developing areas in which new interest groups would support a wider range of society members
2. Act, with the Meetings Secretary, to ensure events do not overlap.
3. Assist the Meetings Secretary and Papers Secretary on occasions where SIG leaders are involved in organising sessions of the BMSS Annual Meeting.
4. Ensure groups requesting financial underwriting or administrative support supply appropriate formal justification to the Executive Committee for approval in a timely manner.
5. Liaise with the BMSS Administrator in cases where administrative support has been requested to ensure needs can be met or whether request be denied.
6. Be responsible for collating meeting reports for the Publicity Officer and financial statements for the Treasurer.
7. Be responsible for ensuring that the BMSS webpage is up to date with all SIG information, meetings adverts and planned activities.