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BRITISH SOCIETY FOR THE STUDY OF VULVUL DISEASES

Roles and Responsibilities of Office Bearers and Members

Office Bearers

The corporate responsibilities of office-bearers include:

- Ensuring that the organisation achieves its objectives;
- Ensuring that the committee fulfils its responsibilities;
- Advocacy for the organisation.

Role of the Honorary President

- Primary role in advocacy for the organisation
- Act as notional non-partisan figure head of the organisation
- Liaise closely with the Chairperson, Secretary, Treasurer, Assistant Secretary or any other relevant member in promoting the organisation
- Provide support in the Chairperson's primary role as the principal executive office bearer of the organisation
- Contribute in developing agendas for the organisation
- Be aware of the goals of the organisation
- Be aware of the time limits imposed by the organisation's standing orders and constitution
- Deliver the Presidential address

Role of the Honorary Chair Person

- Act as representative or spokesperson of the organisation, or appoint another office bearer or committee member if they are not available
- Liaise with the Secretary, Treasurer, Assistant Secretary or any other member who has something specific to be brought up at the meeting
- Ensure minutes and agenda are prepared
- Confirm arrangements for the meeting
- Be well prepared on any of the issues or topics to be discussed
- Be aware of the goals of the meeting
- Be aware of the time limits imposed by the organisation's standing orders and constitution
- If there are new committee members, the Chair should brief them on the aims and objectives of the organisation and where it is going
- Act as the Chair of the meeting – starting the meeting on time ensuring that enough time is given to topics and that the meeting does not run late
- Make sure that the agenda is kept to
- Encourage broad discussion of agenda items and ensure that all members at the meeting participate

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- Summarise general discussion, bringing it to an end with a number of points that can be logged in the Minutes
- If a vote is to be taken, clarify what the voting procedure is and what the proposals are that are being voted on. Once a vote has been taken, the Chair should announce it
- Agree the date of the next meeting.

Role of the Honorary Treasurer

- Keep accurate records of all financial transactions the organisation makes. This means collecting and recording all invoices, receipts, petty cash slips, grant awards or any other written record of expenses and income
- Manage petty cash
- Look after and manage the signing of the chequebook.
- Report the financial position of the organisation on a regular basis
 - Tell the committee what the likely expenditure and income is going to be
 - Plan budgets, and cash flow, for expenditure in the future
 - Work with the Chairperson and whoever else is making applications for grants or funding. The Treasurer should not be the main fund-raiser.
 - Collect membership subscriptions
 - Prepare annual accounts for audit and the Annual General Meeting.
 - Assist Secretary in the process annual return to Company House.

Role of the Honorary Secretary

- All communications to external agencies to be processed through the Secretary
- Play an advisory, supportive and executive role for the finalisation of academic meetings under the auspices of BSSVD
- Responsible for increasing membership
- Secretary in conjunction with the Honorary Treasurer is responsible for annual returns to the Companies House
- Secretary in conjunction with the Chairman, President and local organiser for scientific meetings forms the membership of the scientific committee
- Liaise with the Secretary, Treasurer, Assistant Secretary, Committee Members as appropriate, over any action to be taken as a result of discussion at the meeting
- Take overall responsibility for legal, health and safety and insurance matters.
- Obtaining nominations for office bearers and Committee Members and preparing the annual report.
- Responsible for organising 2 New letters per year

Role of the Honorary Assistant Secretary

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- Prepare agendas and take a minute of the Council and Annual General Meetings
- Advise the Chairperson of any information that may be particularly relevant to the meeting
- Ensure that a quorum is present
- If a particular action was decided at a meeting, a letter to be written, information to be obtained etc, the assistant secretary has the responsibility to ensure that it is done either by themselves or the nominated person.
- Send out any reports or publicity material
- Receive and answer any correspondence and keep records and correspondence for at least 1 year and never destroy the minute book or minute file
- Keep membership list up to date by liaising with Treasurer.
- Make arrangements for the AGM.

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Role of Council Members

Composition:

Medical Practitioners
Health Professionals
Scientists in the field of Medicine

The role:

- Participate fully in the activities of the Society's in furtherance of its objectives
- Nominating candidates for election to the society and in doing so ensuring that they have personal knowledge of the candidates
- Electing ordinary and honorary members and also vote on expulsion of members.
- Notifying the Honorary Assistant Secretary of a place of business or home address and any changes therein
- Participating in the election of office-bearers and the 12 ordinary members forming the Council of the BSSVD
- Pay annual subscription and if resident in the UK do so by Direct Debit
- On resigning, members will submit his/her resignation in writing to the Honorary Secretary, prior to the General Meeting.
- Vote at the general Meeting to alter rules of the Constitution.

END