



Bone Research Society Committee Positions: Role Descriptions

Secretary

The Secretary is one of the Officers of the Bone Research Society (BRS) along with the President, President-elect and Treasurer.

The Secretary is also one of the Trustees of the Society with the other Committee Members.

The Secretary takes proactive responsibility for the day to day management and development of the Society.

Post holders are responsible for proposing and making decisions about future policy and strategy.

As per the constitution "The Honorary Secretary shall be responsible for all notices and announcements and the management of meetings subject always to the direction of the President, shall keep a record of the proceedings of all meetings of the Society and the Committee and shall present a report on the state of the Society to the Annual General Meeting of the Society. "

The Secretary is therefore responsible for all external and internal communications. The secretary is also a "signatory" of the BRS bank accounts via the online banking system for payments of bursaries, awards and services, subject to treasurer approval. In addition the secretary shall attend the committee meetings and record the minutes for these, and answer any queries from the public and or other societies/policy makers etc. Practically this means using Mailchimp (or other relevant bulk email client) Facebook, Twitter and the BRS online website interface to distribute announcements and news items throughout the year as well as managing the database of members and dealing with award applications.

Treasurer:

The Treasurer is one of the Officers of the BRS along with the President, President-elect and Secretary.

The Treasurer is also one of the Trustees of the Society with the other Committee Members.

Specific Tasks:

- Account holder for BRS bank accounts. There are two accounts, the Main Account and the Conference Account.
- One of four signatories for payments. 2 signatories are required for each payment.
- Receive bank statements and check accuracy.
- Account holder for PayPal Membership Account. All membership fees are paid in by this route and the funds are transferred to the BRS bank account periodically.
- Make payments including travel bursaries, expenses and services.
- Prepare annual accounts for appointed auditors/accountants for submissions with Annual Return to Charity Commission (next due 31st Sept 2015).

Ordinary Committee members

Attend committee meetings (typically 2-3 per year), score the annual meeting abstracts, contribute to the running of the society, as per the constitution: "The Executive Committee shall be empowered to represent the Society, to arrange and conduct the meetings of the Society, and between meetings shall act as necessary on behalf of the Society; it shall report on any such actions as indicated, to the next meeting of the Society."

Ordinary committee members are often allocated to sub-committees depending on their skills and interests e.g. Website sub-committee.

New Investigator Representative: This is now a nominated position and involves liaising with the committee on matters which affect newer members of the Society, particularly those in the early stages of their career. The role also involves organising and running the new investigator session at the annual meeting. Less frequent but equally important matters that arise include helping new investigators with CV's, grant and fellowship applications and providing answers to general queries relating to their membership of the Society and helping with their career.