

## **SSG Secretary Job Description:**

### **Term of office:**

3 years + remaining on council for one year as Past Secretary

### **Eligibility:**

Active & paid up member of the Scottish Society of Gastroenterology. Nominations will be submitted in writing to the Secretary and will consist of the signed agreement of the nominee, and the signatures of a proposer and seconder drawn from the Society. If a vote is required then this will be followed in line with the SSG constitution.

### **Job outline:**

The Secretary to the Society arranges meetings of the Executive and Council. This involves liaising with the secretariat at the RCPE, collecting agenda items with the secretariat and drawing up an agenda with standing items and agenda points as they arise. Once the agenda is agreed with the office bearers the agenda is sent out to the other council members.

The Secretary overlooks the process of requests to send out e-mails to members or post meeting information on the website according to rules agreed by council. After screening by the secretariat the Secretary reviews applications from new members and s/he oversees the election of the office bearers.

For organisation of the bi-annual meetings the secretary checks the meeting manual is up to date and helps the local organisers to provide the necessary information (speakers, agenda outline) in a timely manner. S/he also supports the local organisers in fulfilling the vision of have a varied educational agenda with good time management and the speakers representing subspecialties and having a significant number of female speakers. S/he also helps with practicalities of the meeting as questions arise for example abstract selection and review for price giving.

The secretary also keeps the membership informed of the Society's business as necessary. S/he represents the Society at the BSG CSSC and the BSG four nations meetings updating the other nations and regions verbally and in writing on developments in Scotland. The Secretary is appointed for a period of three years and will be nominated from the membership of the Scottish Society of Gastroenterology.

(Mathis Heydtmann 26 November 2020)