



## **Job description for BSPGHAN Council Officers**

### **Council Members should:**

1. Hold full membership of the Society (except Council member for Associate Members and BAPS Representative) and shall serve on Council for a period of 3 years
2. Uphold the aims of the Society which are the advancement of research, clinical excellence and training in paediatric gastroenterology, hepatology and nutrition and ensure that the rules and regulations of the society are adhered to
3. Attend every Council Meeting, of which there are usually four each year. If a council member attends fewer than two meetings in a year, Council shall normally consider their membership of Council to have ceased.
4. Maintain the financial viability of the society
5. To take part in formulating and regularly reviewing the Society's strategy

### **Council Members Shall:**

1. Prepare a report for each Council meeting in advance of the meeting
2. Prepare an annual report which must be received by the Convenor of the Society at least 21 days before AGM
3. Be point of contact with Patient and Family Partners and representatives of other professional societies
4. Provide written feedback and appraisal of guidelines, Quality Standards (eg NICE, RCPCH, NHS England) and other documents sent to BSPGHAN for consultation. Council members may take responsibility for collating feedback on behalf of Council and submitting the response.

### **Other Duties and Responsibilities:**

1. Council members will lead on review of NIHR CSG and other research and grant related reviews appropriate to their sub-speciality area
2. Council members shall liaise with the web administrator and populate the relevant area of the BSPGHAN website and provide an annual update of their specific web area

### **Specific role and responsibility for BSPGHAN President Elect**

1. Serve as President Elect for one year before taking up full Presidency

2. Liaise with convenor and administrator to familiarise themselves with relevant documents pertaining to society business
  - Minutes
  - Society strategy documents
3. Develop relationship with all council members and familiarise themselves with ToR for each group

This job description will be reviewed regularly and may change following consultation with BSPGHAN Council and Post Holder.

The post holder should work flexibly and together with all council members, society members and industry partners.

#### Health and Safety

The post holder has a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions.

Author: Professor Nick Croft, President 2016 - 2019  
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