

ROLE AND RESPONSIBILITIES DESCRIPTION

TRAINEE (MEETINGS) SECRETARY

The Trainee (Meetings) secretary is a member of the Association's Council

It is the responsibility of the Trainee (Meetings) Secretary to:

- Organise two, one day, trainee meetings a year. Traditionally, the Spring Meeting immediately precedes the AGM and is held in London the Autumn Meeting usually follows on from FIS and has been held at various locations. Substantial support is provided by BIA's Secretariat, who will assist in finding and booking venues and travel arrangement with the speakers.
- Approach potential speakers and invite them to speak at the meetings.
- Advertise the case presentation competition that has been held at each meeting, to trainees.
- Collate and rank (along with the other 2 trainee secretaries) all applications and shortlist accordingly.
- Mark, along with chosen others, the final presentations on the day of the meeting.
- Be a full member of at least one professional committee. Currently the Trainee (Meetings) Secretary is a member of the Infection Training Workforce and Deliverability group. They will also provide cover, if possible, for the other BIA trainee secretaries, if they cannot attend any of the professional committees that are nominated to attend.

As a full member of Council, the Trainee (Meetings) Secretary is expected to attend Council meetings.

The Trainee (Meetings) Secretary is elected by the trainee membership for a 2 year term of office, and as such should have at least 1-2 years before his/her CCT date when elected. If appointed to a Consultant position, Trainee Secretaries may retain his or her post for its duration.