



BSPED Programme Organising Committee (POC) Chair

Remit

To be responsible for the scientific programme for the annual meeting of the Society within the agreed budget, taking into consideration the suggestions of the Local Convenor(s), POC and members. The POC Chair will be responsible for the following:

1. High scientific quality and a strategic approach to ensuring content is relevant, topical and timely
2. A balance of science and clinical interests (doctors **and** nurses)
3. A balance of endocrine and diabetes interests
4. A balance of faculty representation (gender, geography, etc)
5. Ensuring variety of topics from one year to the next
6. Keeping within the committee's budget
7. Approving the programme book
8. Presiding over abstract evaluation
9. Managing the judging of meeting awards
10. Reporting to the Executive Committee on the conference programme and arrangements
11. Taking a strategic approach to the overall offering of the conference
12. Being the main point of contact for the Professional Conference Organiser (Bioscientifica)

Term of Office

3 years with the possibility of extending for one additional year. Term to begin 9 November 2018 (at the POC meeting on the last day of the Conference), planning for BSPED 2019.

Meetings

The Programme Organising Committee (POC Chair + Current convenor + Previous convenor + Next convenor + Nurse Rep + CME Officer + Executive Committee member) will meet approximately 4 times per year with the Professional Conference Organiser via teleconference for evaluation and planning and once at the end of the conference for immediate evaluation and handover.

Convenor is meanwhile responsible for:

1. Identifying a venue
2. Choosing a theme
3. Inputting into programme and speaker selection
4. Social programme

Essential criteria for the post:

BSPED Member

Excellent leadership and organisational skills

Broad knowledge of paediatric endocrinology and diabetes