



**Job Description: BSPED Executive Committee Member**

<b>Job title:</b>	Executive Committee member (Corporate Liaison Officer)
<b>Appointment:</b>	Nomination via membership and election via e-vote of the membership. Appointment announced at the AGM.
<b>Eligibility:</b>	Member of the BSPED
<b>Desirable criteria:</b>	Excellent leadership and organisational skills Broad knowledge of paediatric endocrinology and diabetes Previous experience on a committee Must be available for society business and queries on an ad-hoc basis
<b>Accountable to:</b>	BSPED Chair, BSPED membership, Companies House, Charity Commission, Executive Committee.
<b>Term of office:</b>	One term of three years with the possibility of extending for one additional year. The election of a successor should be conducted at the end of the penultimate year of office to allow for a 1-year handover of duties and responsibilities.
<b>Support:</b>	BSPED Office (operated by the Society's Association Management Services provider)

**Role:**

The key responsibilities are:

1. Attending and contributing to Executive Committee meetings (approximately 4 per year)
2. Attending business meetings as necessary at the Annual Conference on behalf of the BSPED, including with Society officers and representatives, patient support groups and industry representatives.
3. Provide executive representation for industry partners and work with the corporate sales team to secure future funding for the BSPED. Provide support for the BSPED Treasurer
4. Provide executive representation for the BSPED research group (approx. 3 – 4 meetings a year)
5. Along with other Executive Committee members, acting as the voice of the BSPED externally.  
Key areas of representation are:
  - a. The RCPCH, with whom the BSPED is affiliated
  - b. Other endocrine societies, especially the Society for Endocrinology and the European Society for Paediatric Endocrinology
  - c. National Institute of Health and Clinical Excellence (NICE)
  - d. Other national societies including the ACDC
6. Being a Director and Trustee of BSPED
  - a. Be registered as a [Director of the registered company](#) and [Trustee of the charity](#).

