

## BMSS Officer Job Descriptions

### **Chair**

Term of office                      2 years

Elected from within the BMSS committee

Previous position Vice-Chair

#### Mission statement

*The Chair shall be the Chief Executive Officer of the BMSS and will preside at all meetings of the Committee and at General Meetings of the Members of the BMSS. The Chair will have charge of the general and active management of the business of the BMSS and will ensure that all orders and resolutions of the Committee are carried out. He/she shall submit a report of the operations of the BMSS to the Members at their Annual General Meeting.*

#### **Major activities:**

- 1        Chair meetings of the Committee
- 2        Chair the AGM and, if appropriate, any EGM
- 3        Make "annual" report to each AGM in term of office
- 4        Ensure that the Society operates in accordance with its  
          Charter and charitable status
- 5        Ensure that decisions of Committee are implemented
- 6        Ensure that decisions of General Meetings are implemented
- 7        Take responsibility for the long-term future of BMSS
- 8        Represent BMSS on appropriate national and international bodies and at  
          national/international meetings
- 9        Act as a figurehead for BMSS at its own meetings
- 10      Act as a figurehead for BMSS at joint meetings
- 11      Act as authorised signatory of BMSS cheques
- 12      Issue invitations to accept Life Membership
- 13      Present awards or prizes given by BMSS

- 14 Serve as member of any Studentship interviewing panel
- 15 Advise on appointment of officers
- 16 Monitor expenditure on administration

## **Vice-Chair**

Term of office                      2 years

Elected from within the BMSS committee  
Automatic progression to Chair

### Mission statement

*The Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair during the absence of the latter.*

### **Major Activities**

1. Cover for Chair at committee meetings if the Chair is unavailable.
2. Familiarise himself/herself with the role of the Chair so that continuity is maintained after the Chair retires.
3. Undertake any BMSS function/project designated by the Chair (*e.g.* temporary editor of newsletter)
4. Act on the Chair's behalf at any formal function (*i.e.* meetings/seminars)
5. Provide help and guidance to any officer on the committee
6. Act as a sounding board and interface between Officers and Chair
7. Actively seek feedback about the committee and its work from society members at meetings.
8. Act as authorised signatory of BMSS cheques

## **General Secretary**

Term of office                      4 years

Elected from within the BMSS committee

### Mission statement

*'The General Secretary ("The Secretary") or a deputy appointed by the Chair, shall act as clerk at all meetings. The Secretary will be responsible for the accurate recording the minutes of all meetings and perform such other duties as may be prescribed by the Chair. He/she will be the custodian of all books and records of the BMSS except as may be otherwise be provided.'*

### **Major Activities**

1. Ensuring that the BMSS Administrator carries out the appropriate duties with respect to BMSS committee meetings, agenda and minutes
2. Ensuring that the BMSS Administrator carries out the appropriate duties with respect to the organisation of BMSS AGM, agenda and minutes
3. Maintaining the archive of official BMSS minutes
4. Organisation of process for electing new BMSS committee members and officers ensuring that the BMSS Administrator undertakes the following:
  - Prepares, distributes and collects nomination forms
  - Prepares and distributes ballot forms
  - Organises vote counting
5. Receive, administer and approve, in conjunction with the Treasurer, BMSS Conference and Travel Grant applications
6. Receiving conference reports from Conference and Travel Grant recipients
7. Act as authorised signatory of BMSS cheques

## **Treasurer**

Term of office                      4 years

### **Elected from within the BMSS committee**

*The Treasurer shall have charge of the funds of the BMSS and shall deposit them in the name of the BMSS in banks designated by the Committee; he/she shall make a complete and accurate report of the finances of the BMSS at each Annual General Meeting of the Members or at any other time, upon its request, to the Committee.*

### **Major Activities**

1. Ensuring that the BMSS Administrator maintains the BMSS Accounts in an appropriate manner.
2. Ensuring that the BMSS Administrator prepares the annual accounts for submission to the Accountant to draw up the BMSS Final Accounts and undertaking an audit of BMSS Accounts.
3. Presenting the BMSS Accounts to the AGM
4. Ensuring the appropriate returns are made, by the BMSS Administrator, to the Charity Commission in respect of BMSS accounts
5. Ensuring that BMSS accounts are audited by a recognised body
6. Investment of BMSS monies in order to gain the best (and safe) returns
7. Approving, with the General Secretary, Travel Grant applications and issuing cheques for approved grants.
8. Provide advice to the committee on future levels of income and major expenditure.
9. Act as authorised signatory of BMSS cheques

## **Papers Secretary**

Term of office                      4 years

Elected from within the BMSS committee

### Mission statement

*The Papers Secretary shall be responsible for requesting, receiving and collating all abstracts submitted for the three day BMSS annual meeting.*

### **Major Activities**

- 1     Responsible for agreeing dates for the submission of abstracts for Oral and Poster Presentations at the Annual Meeting
- 2     Responsible for ensuring that the call for abstracts is widely circulated.
- 3     Agreeing, with the webwizard, the system for on-line submission of abstracts.
- 4     Responsible for arranging the review, by session chairs, of all abstracts submitted.
- 5     Informing, in conjunction with the webmaster, all abstract submitters of the outcome *i.e.* whether an abstract has been selected for oral or poster presentation.
- 6     Liaising with the Meetings Secretary, to compile the final scientific programme.
- 7     Collating, in conjunction with the BMSS Administrator, abstracts for the preparation of the 'Abstract Book'.
- 8     Organise the Barber/Bordoli medal award judges.

## **Meetings Secretary**

Term of office                      4 years

Elected from within the BMSS committee

### Mission statement

*The Meetings Secretary shall be responsible for the organisation and arrangements for the three day meeting of BMSS.*

### **Major Activities**

1. Organise the Conference Sub-Committee meetings
2. Determine, with the Meetings Sub-Committee and BMSS Committee, the Scientific Sessions to be run.
3. Ensure the session chairs are appointed and that they are aware of their responsibilities.
4. Arrange site visits to the conference venue.
5. Agree, with the Committee, who will present the Maccoll Lecture and ensure that the BMSS Chair issues the formal invitation (and confirm acceptance).
6. Prepare, and then update on a regular basis, the Scientific Programme, ensuring that an up to date version is always available on the BMSS website.
7. Invite (and confirm acceptance) of other Plenary Lectures
8. Liaise with the Papers Secretary, after the closing date for abstract submission, to agree distribution of abstracts between sessions and the compilation of the scientific programme.
9. Liaise with session chairs with regard to the Scientific programme

10. Ensure, along with the BMSS Committee and the BMSS Administrator that an Exhibition Manager is appointed to manage and run the Exhibition at the Annual Meeting.
11. Ensure that the venue will supply enough poster boards required for the meeting and that the poster session chair has all the items for the posters such as numbers, velcro *etc.*
12. Ensure that the various 'social' events are agreed and arranged.
13. Responsible for ensuring that the BMSS Administrator is
  - dealing with all aspects of registration
  - arranging the conference dinner
  - dealing with the administrative aspects of the exhibition including liaising with the Exhibition Manager.
  - Sponsorship for/of the meeting.
14. Liaise with the BMSS Administrator, at regular intervals, with regard to all aspects of the meeting.
15. Produce, distribute and collate replies for the Delegate Questionnaire at the meeting.
16. Assist where required at the actual meeting to ensure that all aspects run smoothly.
17. Book venues, with agreement of the committee, of future venues for the Annual Meeting.

## **Education Officer**

Term of office                      4 years

Elected from within the BMSS committee

### Mission statement

*The Education Officer or a deputy appointed by the Chair, shall be responsible for all educational and training matters for the BMSS.*

### **Major Activities**

1. Consider all aspects of training and education in mass spectrometry for the BMSS membership.
2. Negotiate book offers for student members *etc.* with publishers.
3. Liaise with Young Person's representative in organisation of Young Person's SIG meetings.
4. Liaise with Meeting Secretary in organisation of workshops, tutorials *etc.* at the Annual three-day meeting.
5. Co-ordinate BMSS out-reach lectures, including the BMSS Beynon Lectures.
6. Be responsible for the initial set-up and maintenance of the education and training section of the BMSS website.

## **Publicity Secretary**

Term of office                      4 years

Elected from within the BMSS committee

### **Mission statement**

*The Publicity Secretary shall be responsible for publicising the activities of the Society through publication of the BMSS Newsletter and by other appropriate media.*

### **Major Activities**

1. Ensure an new edition of the Newsletter appears three times a year (Winter, Spring, and Summer)
2. Actively invite contributions to the newsletter.
3. Be proactive in organising contributions as a record of conferences attended by BMSS members.
4. Be alert to new ideas to publicise the society and bring any such ideas to the committee for review.
5. Liaise closely with the BMSS webmaster to ensure that the BMSS webpage reflects the current activities of the Society.

## **BMSS Administrator**

### **Employed by the BMSS committee**

#### Mission Statement

*The BMSS Administrator shall be responsible for the efficient administration of the Society's activities in order to ensure that the image of the BMSS is presented as one of a professional organisation. The Administrator will be pro-active in matters relating to the administrative activities of the BMSS and will report to the BMSS Committee and liaise, regarding various activities, with individual Officers of the Society.*

## **Duties**

### ***1. Society Administration***

- Provide a central point of contact for all enquires (from members and non-members)
- Provide advice, and offer guidance, regarding administrative issues
- Membership Database
  - Maintain the BMSS membership database in accordance with the requirements of Data Protection legislation
  - Issue membership renewals and follow up non-payers/late payers
  - Issue membership cards
  - Supply membership lists/labels as requested (subject to Data Protection requirements)
  - Progress electronic payment of subscription fees
- Annual General Meeting
  - Issue AGM notices
  - Ensure that all requirements regarding posting of notices, accounts, Chairman's Report etc are carried out
  - Take notes of the AGM and prepare minutes for distribution
  - Issue call for committee nominations (but not receive such nominations)
  - Issue ballot papers if required (but not receive the voting slips)
- Publicity

- Update/produce BMSS flier and other publicity material as required
- Liaise with manufacturers/suppliers regarding promotion of the BMSS and its activities
- Assist as required with the production/distribution of the BMSS Newsletter

## 2. *Scientific Activities*

- Annual Meeting
  - Produce circulars and other printed items
  - Liaise with Meeting venue regarding accommodation, meals etc.
  - Be responsible for all aspects of registration, including accommodation, meals, production of information to registrants and registration packs
  - Deal with all the finances of the meeting, including the production of an account of income and expenditure
  - Liaise with the organisers of the Exhibition
  - Assist, as required, with the handling of abstracts and the production of an Abstracts Book or CD.
  - Assist with the production of the final scientific programme
  - Deal with other administrative tasks as required
- Other Meetings
 

Assist, as required with other BMSS meetings, including those of Special Interest Groups, the International Meeting and joint meetings with other Societies/Groups.
- Courses
 

Administer any BMSS courses

## 3. *Committee Activities*

- Financial Matters
  - Maintain full details of all BMSS income and expenditure
  - Ensure that the BMSS bank accounts are correctly administered
  - Deal with the banking of monies (cheque, credit card and bank transfer) and ensure that all monies banked, through whatever source, are accounted for correctly
  - Deal with payment of invoices
  - Transfer monies between accounts to ensure no account is overdrawn

- Produce accounts for the Committee, the AGM, the Charity Commission and the Auditor
- Committee Meetings
  - Book meeting rooms
  - Assist with the preparation of the agenda as required
  - Take notes of meetings and produce minutes for distribution
  - Undertake any follow up requirements from a meeting

**4. *General***

Undertake any other administrative activities that may arise from time to time