# Role Description

<table>
<thead>
<tr>
<th>Title</th>
<th>ABN Meetings Secretary</th>
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<tr>
<td>Reporting to:</td>
<td>ABN Council</td>
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## Role overview:

This role has five main aspects:

1. Programme development of ABN’s main Meetings (Annual and Autumn) and oversight of the development and delivery of these events.
2. Chairing ABN’s Meeting Committee
3. Attending the ABN’s Finance, Audit and Risk Committee (FAR) to update on the financial health of ABN’s meetings
4. Partaking in Industry meetings, to discuss meetings sponsorship
5. Being a member of the ABN Executive Committee – a subset of Council that provides active leadership and oversight to the ABN’s work between Council meetings.

Although this role is unpaid, any related travel and subsistence expenses incurred on official duties will be reimbursed according to the ABN policy in effect at the time.

The benefits to the role holder:

- An opportunity to gain experience in developing high quality, beneficial and enjoyable events for ABN members and other delegates
- Being part of a committed and enjoyable team drawn from UK centres, that helps shape UK neurology
- Developing leadership skills
- Expanding professional network
- Expanding knowledge of neurology

## Duties:

1) Programme development of the ABN’s main Meetings (Annual and Autumn) and oversight of the development and delivery of these events. This covers:

a) Working with the Meetings Committee to develop engaging, relevant and high quality programmes for the ABN’s main events
b) Creating the platform and poster programme following external abstract reviews
c) Working with the staff in the ABN office and the external events company to oversee development of all elements of ABN events which includes: fringe meetings, the oral/platform competition,
social activities and logistics. A key attribute is to be responsive to communications.

d) Leading the Annual and Autumn meetings with support from the ABN office staff and the external events company

2) Providing oversight of the ABN’s other meetings and events

a) Working with the Education Committee Chair and ABNT Chair on the student day and neurology bootcamp

3) Chairing ABN’s Meeting Committee

a) Chairing 3 x 2 hour meetings a year. Currently these are held remotely.

4) Attending the Finance, Audit and Risk Committee to update on the financial health of ABN’s meetings

5) Being part of the ABN Executive Committee:

   a) Attending a weekly 07:30 – 08:30 Zoom call on Wednesdays.
   b) Attending Council meetings, typically the third Wednesday in January, April and September, 09:30 – 13:30. Council meetings are currently hybrid, but we hope to now hold one Council meeting each year in person in London to help build the sense of team. A brief summary of committee activity is provided for these.
   c) Helping the process of independently scoring ABN member national ACCEA award applications, plus writing a subset of brief citations for those who are supported (was typically January, but this is under review)
   d) Producing a brief annual Events Committee report which is shared with members at the AGM
   e) Attending the ABN’s annual in-person meetings: This year, 17 – 20 May 2022, and Wed 2 November 2022.
   f) Scoring a proportion of ABN Annual Meeting abstract submissions (February)

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<th>Key Relationships:</th>
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<tbody>
<tr>
<td>• ABN Council members</td>
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<td>• ABN Executive Committee members</td>
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<td>• ABN Meetings Committee members</td>
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<tr>
<td>• ABN office staff</td>
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<tr>
<td>• External events company</td>
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<td>• Industry sponsors</td>
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<th>Time commitment</th>
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<td>The role probably comprises 2 hours/week when averaged across the year. The most intensive time is the run up to each meeting. The Annual Meeting in particular is resource intensive from January – May.</td>
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The future confirmed ABN Annual Meetings meeting dates are below, the Meetings Sectary would need to be available to attend all of these:

Harrogate 2022 – 16, 17 – 20 May
London Autumn Meeting – 2 November 2022
Belfast 2023 - May 9, 10-12 May
Edinburgh 2024 - 20, 21- 23 May
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<th>Terms</th>
<th>From May 2022 – May 2023, the successful candidate will be the Meetings Secretary Elect and will shadow the current Meetings Secretary. The Meeting Secretary role, which has a 2 year term, then runs from May 2023 – May 2025.</th>
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| Eligibility – criteria                                              | • Current Ordinary member of the ABN  
• In active UK NHS clinical practice  |
| Skills and experience desired                                       | We understand that most neurologists won’t have experience of organising national events. However, below are the skills and experience we think could be useful.  
The role is supported by the ABN staff and events company, and in the year of being in the Meeting Secretary Elect role, most of the role is learning “on the job”.  
• Experience of developing/delivering medical education/or events  
• Ideally, still participating in general neurology  
• Comfortable with public speaking  
• Evidence of team leadership  
• Excellent communication skills and the ability to enthuse others  
• Able to work flexibly and respond quickly to queries  
• Positive mindset  
• Calm under pressure  
• Organised and able to keep to time pressures  |