**BASL Secretary Elect / BASL Secretary Role Description**

**Membership**

The BASL Secretary Elect is elected by the membership and will serve for one year as BASL Secretary Elect and for up to three years as BASL Secretary. The BASL Secretary is the Chief Executive of the Association and is one of three principal officers of the Association (President, Treasurer and Secretary) and is responsible for the annual Scientific Meeting.

The successful applicant will be expected to attend and contribute to the 1 face-to-face and 3 web-based BASL Committee meetings each year, and to the work of the committee for BASL.

The Secretary shall be registered with Companies House in the UK as a Director of BASL and registered with the Charities Commission as a Trustee.

The Secretary Elect will shadow the BASL Secretary from October 2026, taking up the role of BASL Secretary at the end of the Business Meeting of the Association in October 2027.

**NB:** President, Secretary and Treasurer post holders must have different Institutional affiliation within the UK.

**Roles and responsibilities:**

1. To plan and organise the annual Scientific Meeting with the support of the Secretariat;

2. To Chair the annual meeting planning sub-committee meetings;

3. To attend up to 4 Officers meetings (virtual) per annum;

4. To support BASL X-tra an on-line educational conference;

5. To provide guidance to the BASL Education and Training and Councillor's in planning the BASL member education webinars and events;

6. To Chair the annual Business Meeting of the association;

7. Help in judging abstracts, bursaries, Sheila Sherlock & Andy Burroughs awards;

8. Responsible for the BASL ED&I Strategy and BASL ED&I Policy and its implementation.

BASL is committed to promoting equality, diversity and inclusion in all aspects of its work. It is actively promoting equal opportunities and access for all our members regardless of their

background. We would, therefore, encourage you to consider joining the BASL committee to help to shape the future of BASL and increase our inclusivity/inclusiveness.