



**BSAC**

british society for antimicrobial chemotherapy

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## **BSAC COUNCIL HONORARY OFFICERS**

### **ROLES & RESPONSIBILITIES**

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## **ROLE AND RESPONSIBILITIES OF THE PRESIDENT**

### Background

The President is the most senior elected representative of the Society and serves as a Trustee and Director of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

The President has overall responsibility for ensuring the Society, through the function of Council/Board of Directors and its members, is aware of and fulfills its governance responsibilities, complies with applicable laws and bylaws and aligns and delivers activities that fulfill its stated aims and objectives.

It is the responsibility of the President to:

- 1 Prepare for and chair meetings of the Council and Board of Directors.
- 2 Attend the Spring Meeting and chair the Annual General Meeting.
- 3 Ensure that the direction of the Society is aligned with its aims and objectives as defined by the strategy; and that as such the strategy is regularly reviewed to ensure it remains an appropriate tool by which the Society operates.
- 4 To lead, in consultation with Council, the development of new and existing activities.
- 5 Ensure that the Society maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization by:
  - Representing or delegating representation of BSAC to the media.
  - Representing or delegating representation of the organization on governmental or non governmental organizations and committees.
  - Overseeing the timely and appropriate reporting of Council/Board decisions and actions to members and/or funders and/or donors.
- 6 Serve as one of the primary contacts with the BSAC secretariat, regularly liaising with the Executive Director to review implementation and progress of agreed Council action.
- 7 To chair the Remuneration Committee that is responsible for reviewing staff performance, overseeing personnel issues and deciding on salary awards.
- 8 To serve as an ex-officio member of BSAC committees, attending meetings as deemed appropriate and when required.

Updated April 2009

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## **ROLE AND RESPONSIBILITIES OF THE VICE PRESIDENT**

### Background

The position of Vice President has 2 distinct terms of office, and is held by the incumbent who will, or has, served as president.

1st term – 1-year term of office as Vice President (President-elect)

(3-year term as President)

2nd term – 2-year term of office as Vice President (Past-president)

For both terms, the Vice-President serves as a Trustee and Director of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

During the first term the Vice-President will shadow the President in readiness for taking office as President. There are no prescribed duties during this period, other than those necessary to fulfill the current BSAC agenda as defined by Council.

During the 2nd term, the Vice-President may, as agreed by Council, take up a particular area of responsibility, although there are no prescribed duties.

Upon commencement of the 2nd term, the Vice-President takes the Chair of the JAC Advisory Board. This is a position that extends beyond the 2nd 2-year term of office. The term is 3 years.

The Vice-President will be responsible for attending all meetings of the Executive Committee and Council, and will be expected to attend the Spring Meeting and Annual General Meeting.

Updated April 2009

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## **ROLE AND RESPONSIBILITIES OF THE HONORARY TREASURER**

### Background

The Honorary Treasurer serves as a Trustee and Director of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

The Honorary Treasurer will work with Council to oversee the development and delivery of the BSAC financial strategy, including the BSAC investment portfolio.

It is the responsibility of the Meetings Secretary to:

- 1 Attend meetings of the Executive Committee and Council.
- 2 Attend the Spring Meeting and Annual General Meeting.
- 3 Manage the development of the annual BSAC budget, account preparation via the society's accountants and to oversee the audit process on behalf of Council.
- 4 Oversee all aspects of financial governance, including regular visits to HQ to review bank statements, financial transactions and test internal financial procedures (as advised and instructed by the external auditors).
- 5 Ensure the timely submission of audited accounts and reports to the Charity Commission and Companies House.
- 6 Liaise with the Society's investment advisers, giving timely reports to Council on the performance of the investment portfolio.
- 7 Oversee all aspects of facilities management.
- 8 Attend the annual Meeting of the Remuneration Committee.

Updated April 2009

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## **ROLE AND RESPONSIBILITIES OF THE EDUCATION OFFICER**

### Background

The Education Officer serves as a Trustee and Director of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

The Education Officer will work with Council to oversee development and implementation of educational activities, as defined by Council and set out in the Strategy.

It is the responsibility of the Education Officer to:

- 1 Attend meetings of the Executive Committee and Council.
- 2 Attend the Spring Meeting and Annual General Meeting.
- 3 Chair the BSAC Education Committee.
- 4 Oversee the development, review, administration and award of educational grants that are managed through the BSAC Grant Committee mechanism.
- 5 Represent the Society on external committees and to contribute to BSAC submissions and responses to consultations related to education in the field of antimicrobial chemotherapy.
- 6 To lead the development of the Prudent Antibiotic User Website (PAUSE), including:
  - Establishment / overview of mechanism for commissioning and peer review of new material/content.
  - Establishment / review of mechanism for timely review of existing material
  - Liaison with ESCMID (academic partners in this initiative)
  - Sourcing, negotiating and securing consortia sponsorship to ensure long-term viability of the project.
- 7 To work with the chairs of working parties to ensure timely and appropriate dissemination of working party reports / guidelines.
- 8 To take a lead in Society initiatives in the area of Quality Improvement.
- 9 To liaise with the Meetings Secretary as required, advising on content of BSAC meetings, workshops, conferences and events. (Advisory role – development of meetings agenda, including regional educational workshops, is the remit of the Meetings Secretary).
- 10 To develop, through PAUSE and for like-minded initiatives, on-line educational resources relevant to the field of antimicrobial chemotherapy and all levels of professional training and development, including CPD accredited learning modules.

Updated April 2009

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## **ROLE AND RESPONSIBILITIES OF THE MEETINGS SECRETARY**

### Background

The Meetings Secretary serves as a Trustee and Director of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

The Meetings Secretary will work with Council to oversee the development and delivery of all BSAC events and meetings, including those held jointly with other stakeholders and sponsored seminars at national and international meetings.

It is the responsibility of the Meetings Secretary to:

- 1 Attend meetings of the Executive Committee and Council.
- 2 Attend the Spring Meeting and Annual General Meeting.
- 3 Chair the scientific organizing committees for the BSAC Spring Meeting and BSAC/HIS/AMM Regional Educational Workshops.
- 4 Lead and advise on BSAC participation in appropriate national and international meetings, including the annual FIS Conference.
- 5 Work with the BSAC Secretariat to ensure meetings are adequately resources and funded, and to seek to ensure overall meeting and event activity is at nil cost to the Society.
- 7 To liaise with the Editor-in-Chief to discuss the potential for publishing outputs of BSAC events as supplements to the Journal of Antimicrobial Chemotherapy.
- 8 When applicable, to liaise with Chairs of Working Parties to develop events that will aid national consultation processes for, and implementation of, working party guidelines.

April 2009

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## **ROLE AND RESPONSIBILITIES OF THE GENERAL SECRETARY**

### Background

The General Secretary serves as a Trustee and General Secretary of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

The General Secretary will work with Council and oversee all aspects of governance and working party activity.

It is the responsibility of the Meetings Secretary to:

- 1 Attend meetings of the Executive Committee and Council.
- 2 Attend the Spring Meeting and Annual General Meeting.
- 3 To ensure the Memorandum and Articles of Association are reviewed and remain an appropriate tool by which Society affairs are governed (including taking legal and other professional counsel as and when deemed necessary).
- 4 To ensure that the BSAC risk management strategy is regularly reviewed and updated.
- 5 Chair meetings of the Chairs of Working Parties.
- 6 Oversee all elections of Officers and Ordinary Members of Council in accordance with the Memorandum and Articles of Association and ensure the submission of timely information on appointments and, in consultation with the Honorary Treasurer, the audited accounts to Companies House and the Charity Commission.
- 7 Lead on the development of BSAC submissions / responses to national consultations from government, DH and other national organizations and societies.
- 8 To liaise with the Editor-in-Chief and Meetings Secretary to identify the potential for publishing outputs of BSAC events as supplements to the JAC.
- 9 Oversee developments and changes to the BSAC website.

Updated April 2009

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## **ROLE AND RESPONSIBILITIES OF THE GRANTS SECRETARY**

### Background

The Grants Secretary serves as a Trustee and Director of BSAC. The post is elected by Council in accordance with the Memorandum and Articles of Association, as defined by the Regulations.

### Role and responsibilities

The Grants Secretary is responsible for overseeing all aspects of the BSAC Grants Programme.

It is the responsibility of the Grants Secretary to:

- 1 Attend meetings of the Executive Committee and Council.
- 2 Attend the Spring Meeting and Annual General Meeting.
- 3 Lead the continued review and development of BSAC funding opportunities and to make recommendations to Council on the categories and types of awards offered each year (in line with the funding awarded annually by Council).
- 4 Convene and chair meetings of the BSAC Grants Committee.
- 5 Oversee, and lead the review/development of, the process by which grants are received, peer-reviewed, scored and awarded.
- 6 Monitor progress of grants that are awarded to ensure good financial probity, timely submission of reports and, as far as possible, ensure BSAC IPR rights are protected.
- 7 Submit timely reports to Council on grants activity.

Updated April 2009