

EXECUTIVE OFFICERS' JOB DESCRIPTIONS

The following job descriptions have been produced to help members decide whether they want to stand as an officer on the Regional Committee.

Please note that all members of the committee are expected to participate in all discussions, events, and work of the committee.

Chair:

As chair of the Regional Committee you will be responsible for leading the development of the Committee and managing the conduct of meetings. You will work closely with the Secretary, the Regional Council Member and the Regional Officer to draw up agendas, follow up action and to ensure that the business of the Committee runs smoothly. You will keep the SERC website up to date and liaise with HQ to ensure the distribution of information. You will be responsible for the annual study day & AGM.

Secretary:

This is a key role ensuring that the Regional Committee meetings and Executive meetings are properly organised and that members have all relevant information including minutes of previous meetings.

Vice Chair:

You will assist the Chair and deputise in her/his absence.

Treasurer:

You will keep records and manage the expenditure of the Regional Committee. This will involve producing statements of accounts for meetings and producing an annual report of income and expenditure for the year for submissions to HQ. You will work closely with the other Executive Committee Members and the SoR finance team. The treasurer will also act as the annual study day registrar.

Health and Safety Officer:

As the Health and Safety Officer you will keep abreast of health and safety developments and issues. You will take an active part in the Regional Health and Safety meetings and liaise with the SoR National Health and Safety Forum. You will liaise with the SoR Health and Safety Officer to ensure support for any health and safety campaigns, events and/or surveys. You will be an accredited health and safety representative.

Professional Education Officer:

With the development of CPD and new roles for members in the workplace you will provide advice and information to the Regional Committee on current developments. You will liaise directly with the SoR CPD Officer and other officers from the SoR's Department of Education and Professional Development on policy in this area. You will establish and maintain a regional forum for Union Learning Reps and work with them to ensure a coordinated approach in the workplace.

Communications Officer:

You will be the point of contact between the Regional Committee and the media. Your role will range from promoting activities via Synergy News to organising career talks promoting radiography.

You will keep the SERC website up to date and liaise with HQ to ensure the distribution of information.

You will work closely with the Chair, Secretary, the Regional Council Member and the Regional Officer.

Therapy Officer:

You will be a therapy radiographer. As the Therapy Officer you will keep abreast of developments in this field and advise the Regional Committee on current thinking in the NHS and within the profession.

You will promote communication between radiotherapy departments and the Regional Committee. You will work closely with the Regional Officer and the Professional Education Officer to ensure a co-ordinated approach in the workplace.

Undergraduate Student Representatives:

Both of the two universities in the South East Region are entitled to send a representative from each student cohort (1st, 2nd and 3rd years) to the Regional Committee. As an Undergraduate Student Representative you will act as a liaison between undergraduate students and the Regional Committee. You will keep Fellow students informed about SoR policy and feed back to the Regional Committee so that student members have a real say in the future of their Society and profession. You will promote membership of the SoR among undergraduates. You will be an undergraduate student member.

Universities Officers:

Both universities in the South East Region are entitled to a seat on the executive committee. As a University Officer you will advise the Regional Committee on the delivery of education to members and developments within the education sector. You will work closely with the Professional Education Officer and the other University Officer. You will be employed in higher education.

Equality Officer:

You will provide a focus for equal opportunities issues; including promoting the SoR's equality networks and seeking to ensure that all members in the region have equality of access to the Regional Committee.

You will liaise with the Equal Opportunities Officers in other regions.