

Midlands Regional Executive Committee

Role descriptions

The executive committee officers are crucial for the success of the MRC.

All officers of the MRC will need to work together to support the region and provide the crucial links with Council and the national organisation.

Officers will be nominated and elected from within the Midlands region of the SoR.

The essential characteristics needed to undertake these roles are those of enthusiasm for the organisation and a desire to get involved.

All other skills can be gained through training, shadowing or personal development.

Job descriptions are provided to help officers identify their role within the region.

All Officers will need to:

- Link with and inform the council member of MRC of any issues for national attention
– especially the chair and secretary position holders
- Be in membership of the SoR
- Abide by the Midlands region constitution
- Support, promote and get involved with Regional events, e.g. Organising
- Consider succession planning for their role
- Attend relevant training and keep up to date as agreed with the region
- Have awareness of Observer for council roles
and encourage participation from the RC to fill these roles
- Develop their Organisational and managerial skills – for CPD and benefit of the region
- Attend relevant events on behalf of the Region
- Be pro active in raising the profile of their role and the MRC within HQ
- Attend and participate in the AGM
- Ensure all relevant radiographic disciplines/grades of staff are considered within their role
- Provide written summary/report of training or meetings attended on behalf of MRC

Chair

1. Co ordinate activities of MRC and exec
2. Co-ordinate and communicate with the council member for the RC
3. Represent midlands members' interests
4. Uphold the constitution
5. Liaise and work closely with the secretary
6. Chair meetings efficiently and in line with standing orders
7. Take action on minutes and endorse. Support others in actions
8. Be a central figure for communications of MRC
9. Encourage and motivate members and reps – to include appropriate communication
10. Steer committee in line with SoR organisational aims
11. Ensure the Co-ordination of ADC
12. Represent MRC as required

Vice chair

1. Support chair by undertaking elements of the role as agreed with the chair

Secretary

1. Take minutes and produce within a timely manner
2. Organise agendas
3. Organise AGM – written calendar of timescale
4. Co-ordinate communications across the region – all reps network
5. Organise meetings, venues as appropriate
6. Provide for support for others in organising
7. Represent region at key events
8. Co-ordinate radiographer of year/rep of year etc
8. Co-ordinate representation at key events
9. Key point of contact for HQ and chair
10. Co-ordinate diary for events, maintain calendar for secretarial or MRC actions
11. Ensure distribution of minutes/notes to members
12. Work closely with chair and prompt for actions

Treasurer

1. Responsible for finances
2. Set budgets for events
3. Prepare over view of accounts for presentation to exec and detailed accounts for AGM for auditors (governance)
4. Prepare reports and budget statements in accordance with AGM requirements
5. Answer questions on finances from RC
6. Co-ordinate and submit expenses forms
7. Liaise with director of finance for MRC budget
8. Link with council member as they have ultimate responsibility for RC finances
9. Ensure budgets are not exceeded
10. Ensure accounts have signatories and maintain access to signatories
11. Disburse monies for RC (make appropriate payments)
12. Advise RC members on SoR financial standing instructions and expenses policy

Health and safety officer

1. Point of contact for H&S reps in region
2. Focus for H&S activity in the region
3. Organise study days – as directed and agreed with RC
4. Attend HQ H&S forums
5. Provide written Reports from event s attended
6. Liaise and communicate with with SoR H&S officer
7. Disseminate information and promote/support role of reps including supporting reps in maintaining their rights (access to facilities agreements)
8. Make and maintain contact with new reps
9. Highlight important issues for MRC to be aware of or take action
10. Promote national Campaigns

Professional development officer

1. Be the focus for professional development activity in the region
2. Link with Universities and student officer for MRC
3. Organise and co-ordinate training days/meetings for learning reps as agreed by MRC
4. Link with PD Officers, Universities and student officers across the organisation
5. Assist with co-ordination and organising of other study days/events (be part of AGM organising team)
6. Keep region up to date with CPD issues and be point of contact for CPD issues
7. Link with SoR professional development officer
8. Provide summary/report of training provided by RC or ensure that this happens

Oncology rep

1. Be a focus for oncology members in the MRC
2. Organise and co-ordinate study days/training events for oncology MRC members
3. Update the RC of oncology issues – be the voice of radiotherapy for the region
4. Be a link between national oncology officer /s (HQ) and RC
5. Be a link across RC/NC's for oncology and radiotherapy
6. Provide written summary/report of training or meetings attended on behalf of MRC

Universities Officer

1. Ensure RC are up to date with National/regional educational developments in both radiotherapy and diagnostic imaging
2. Be a focus for educational activity within the region
3. Provide updates on professional and regional bodies relating to educational matters
4. Co-ordinate campaigns for student membership and retention
5. Provide support as required to students
6. Facilitate student study events
7. Facilitate RC study events
8. Facilitate Communication between HEI's in Region
9. Liaising with and supporting student reps
10. Link with HQ student officer
11. Encourage/support student reps in each HEI
12. Provide encouragement and support of student attendance at ADC
13. Link with PD officer in MRC
14. Link with other Universities/professional development officers in the SoR

Student reps

(more than 1 to allow succession planning, recruited from both universities in the region)

1. Be a focus for student activity within the region
2. Encourage and support succession planning within the student body by developing network of student reps in each year – across the HEI's
3. Communicate with other student reps and provide information, support
4. Ensure diagnostic and radiotherapy are represented
5. Co-ordinate student attendance at ADC
6. Encourage attendance at MRC meetings
7. Provide face-to-face contact at each HEI

Publicity officer

Principle Aim : To organise and/or oversee the production and distribution of publicity material.

1. Prompt the organizing teams to agree/fix dates, times, attendance fees, facilities etc. of events to allow publicity material to begin
2. Advise of potential problems with 'selling' a particular event
3. Observe budgetary guidelines
4. Monitor PR (ie Posters / email / synergy etc) and advise / consider others where appropriate
5. Organise/oversee production of publicity materials, including checking proofs and organize/oversee distribution where required
6. Liase with any relevant media, mainly 'Synergy News' for possible editorial
7. Organise/oversee advertising (mainly Synergy News)
8. Guard against flagrant misuse of copyright material – ie Logo's/photos of venues
9. Design event application forms, trying to maintain a corporate look tied in with posters and other publicity materials
10. Where requested, design masters for local events around the region
11. Ensure Website details are up to date. Including Committee details, events diary, additional downloads (ie venue maps, posters, application forms, agendas, reports etc.)

Equal Ops Officer

1. Focus for Equal ops issues in the MRC
2. Liase with national structure and networks
3. Update MRC on equal ops issues/legislation
4. Co-ordinate equal ops activities in MRC
5. Point of contact for equal ops issues
6. Advise MRC on equal ops issues – ensure access/diversity etc is considered

Membership officer

1. Focus for recruitment activities to support reps in recruiting and retaining members
2. Co-ordinate local activity to support recruitment of members
3. Keep MRC informed of membership levels and variation in membership
4. A co-opted ordinary member on the exec committee as agreed with the MRC for specific purposes