



British Society of Breast Radiology

## **Secretary**

### **Role and Responsibilities**

#### **Generic components**

The committee meets in person three times per year, usually twice at the RCR in London in Jan/Feb and in June/July, and again in November at the venue of the Annual Scientific Meeting. The committee also meets from time to time via Teams to discuss important issues that need to be resolved in between face- to-face meetings.

Committee activity is varied and relates to breast imaging issues on a national, and sometimes, international level. Activities include writing national breast imaging guidance and contributing to other societal guidance that is relevant to breast imaging, as well as advising the Royal College of Radiologists on topics relating to breast radiology. Another key role of the committee is organising and delivering the Annual Scientific Meeting, which takes place in November at different venues across the UK. Although this is led principally by the Meetings Secretary, organisation is the responsibility of all executive committee officers. This includes contributing to the development of the programme, abstract selection, and assisting with the running of the event.

#### **BSBR Secretary responsibilities of the post**

Key responsibilities specific to the Secretary post are to support the organisation of the executive committee of BSBR by coordinating the executive committee meetings, occurring 3 times a year. This includes setting the agenda, booking the room at the RCR, and preparing minutes from the meetings.

Approximately 3 newsletters are sent out to BSBR members through the year. The newsletter will be prepared using a platform called 101smartmessenger, and it is the Secretary's role to prepare and send out Newsletters. Support and instruction on how to use this system will be provided.

To deal with members emails, emails from partner agencies or societies and liaise with the website representative to support committee communications.