

07.10.2021

Roles and Responsibilities of Executive Committee Members

Executive Committee:

Honorary President

Honorary Secretary

Honorary Treasurer

Honorary Nail Clinical Lead

Honorary Hair Clinical Lead

Honorary Research Lead

Honorary SAS (staff grade, associate specialist, specialty) Doctor

Communications Lead

Council Members:

Office bearers

Honorary Assistant Secretary

Junior Doctor Representative

Corporate responsibilities of office-bearers:

To determine the goals of the Society

To strive to achieve the goals set out by the Society

To ensure that the committee fulfils its responsibilities

To advocate for the Society

To act in accordance with the Society's constitution

Role of the Honorary President - Dr Anita Takwale

Act as head of the organisation

Work closely with all Executive Committee Members in promoting the organisation

Contribute in developing agendas for the organisation

Have awareness of the time limits imposed by the organisation's standing orders and constitution

Deliver the Presidential address

To chair Annual General Meeting (AGM) of the Society

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To finalise AGM agenda in collaboration with other office bearers

To act as representative or spokesperson of the Society

To appoint another office bearer or council member to represent Society when required

To liaise with, and provide briefing for, new council members

Role of the Honorary Treasurer – Dr Jennifer Jones

To keep accurate records of all financial transactions the Society makes,

To prepare annual accounts for audit and the AGM.

To report the financial position of the Society to the Council and at the AGM.

To collect membership subscriptions

To predict expenditure and income and set a budget for each financial year

To assist the Honorary Secretary in preparing the annual return to Companies House

Authorizes financial support for Travel Fellowship applications.

Role of the Honorary Secretary – Dr Nekma Meah

To promote membership

To play an advisory, supportive and executive role in the production of the Society's academic meetings

To participate in the Society's scientific committee

To obtain nominations for office bearers and committee members

To prepare agendas for the Council meetings and AGM

To take minutes at Council meetings and AGM

To distribute minute summary to Committee Members

To produce annual return to Companies House in association with the Honorary Treasurer

To take overall responsibility for legal, health and safety and insurance matters.

Role of the Honorary Clinical Hair Lead – Dr Yusur Al-Nuaimi

To participate in the Society's scientific committee

To help formulate Specialty Certificate Exam (SCE) questions

To participate in the assessment of abstracts submitted for the annual BAD meeting

To assess and select speaker presentations ahead of the annual BAD meeting

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To organise the organisation of the Society's Educational Days (every other year)

Role of the Honorary Clinical Nail Lead – Dr Dhruv Laheru

To participate in the Society's scientific committee

To help formulate Specialty Certificate Exam (SCE) questions

To participate in the assessment of abstracts submitted for the annual BAD meeting

To assess and select speaker presentations ahead of the annual BAD meeting

To organise the organisation of the Society's Educational Days (every other year)

Junior Doctor Representative – Dr Sonia Rupal Sharma

To promote the BHNS to Junior Doctors

SAS Representative – Dr Rona Applewaite

To participate fully in the activities of the Society

Responsibility for updating educational information on the website including Patient Information Leaflets

To support the other members of the committee in their roles

To promote the BHNS to SAS members

To work towards fulfilling the goals set out by the Society

To actively participate in Council meeting

Minimum of 70% attendance in Council meetings

Communications Lead – Dr Leila Asfour

Working closely with affiliated organisations e.g., BAD, alopecia UK to improve the educational content

Engaging on social media platform (Twitter, Facebook, Instagram etc.)

Liaising with other special interest groups for collaborative projects

Helping committee as and when needed on various projects

Honorary Assistant Secretary – Ms Rose Wilmot

To ensure that a quorum is present for all Council meetings and AGM

To distribute reports or publicity material

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To receive and answer any correspondence after consulting with Committee Members

To maintain all records and correspondence

To update membership list by liaising with Treasurer and Honorary Secretary

To help with the arrangements for the AGM

To liaise with Committee Members to produce one newsletter each year

To manage the BHNS website