

Invitation for expression of interest in BSP Honorary Officer roles

The British Society for Parasitology (BSP) Council includes a range of Honorary Officers who support the President and Vice-President and direct key activities of the Society. We are seeking expressions of interest from all members of the Society for individuals that would be willing to take on an Honorary Officer role from April 2019. Three positions are likely to be available, namely, Hon. General Secretary, Hon. Treasurer and Hon. Meetings Secretary. A short summary of the key responsibilities of each Honorary Officer is shown below.

It is expected that expressions of interest would be from a current full member of the BSP who has been a full member for at least two years. We would be keen to see previous experience of work on the Council or Advisory Board of a Learned Society, or similar, or a charitable group. Persons expressing an interest must be able to commit to three years in these roles.

It is anticipated that individuals appointed by Council to these roles would be available from the end of August 2018 to shadow the Officers currently in role. During the shadowing period, if not already on Council, incoming Officers will be co-opted to Council. These Officers are also expected to be Trustees of the BSP Charitable Incorporated Organisation. In this capacity, they will be nominated as Trustees to be approved by the membership at the Annual General Meeting of April 2019 to be held during the BSP Spring Meeting at Manchester University.

If interested, please contact the current Hon. General Secretary (Professor Paul Horrocks at p.d.horrocks@keele.ac.uk) with (i) a short statement (maximum of 300 words) of interest specifically stating the role you are interested in and why and (ii) an abridged 2-page CV. Please provide these by 12pm Monday 25th June 2018.

Honorary General Secretary

The Hon Gen Secretary is responsible for the proper conduct of business by the Society, which includes calling meetings; drafting and producing Council meeting agendas and minutes; preparing the Annual Report and ensuring that Council and Society business is conducted within the law and particularly the provisions laid out in the Charities Act. The Hon Gen Secretary is also responsible

for the management of Council/Trustee elections and the process for Award of Medals by the Society.

Honorary Meetings Secretary

The Hon Meetings Secretary leads recruitment of venues and local organisers for the annual BSP Spring meeting and Autumn symposium, undertaking preliminary site visits (where necessary) and preparing the case(s) for consideration by BSP Council. Once selected, the Meeting Secretary supports the local organising committee for each meeting, working with the Society administrator to assist in budget preparation, venue negotiations and advising on practical arrangements. In the lead up to meetings the Secretary assists in the preparation of advertising materials (fliers, emails to the membership, etc.), abstract and information booklets, and works with the Hon Gen Secretary/Treasurer to ensure successful meeting delivery.

Honorary Treasurer

The Hon Treasurer oversees the financial affairs of the Society, ensuring a stable basis for the execution of the Society's stated aims and objectives. Key to this is liaison with the appointed investment management company and maintenance of the Society's monetary assets. In addition, the Hon Treasurer ensures that the annual accounts, prepared by our accountants, and the budget are fully and legally correct. On a day-to-day basis, the role also involves the approval of Council members expenses (maintaining oversight) and various awards (e.g. for travel) offered by the Society. Importantly, the Hon Treasurer also works with the Hon Meeting Secretary and others to make sure that the activities that the Society supports, e.g. conferences, do not undermine the afore mentioned financial stability.