BSUR HONORARY SECRETARY

ROLE DESCRIPTION | BSUR COMMITTEE

TERM OF OFFICE	REPORTS TO	WORKING WITH
2 years	BSUR Committee and membership	Chair and BSUR Administrator

ROLE OVERVIEW

The Honorary Secretary plays an important role in supporting the effective running and governance of BSUR. Working closely with the Chair, Committee and BSUR Administrator, the Secretary helps coordinate Committee business, ensures important decisions are recorded and supports communication with members.

The role offers an opportunity to contribute to the development and activities of BSUR and to help shape the future of the Society.

KEY RESPONSIBILITIES

1. COMMITTEE MEETINGS AND ADMINISTRATION

- Work with the Chair to coordinate Committee meetings, including agendas and relevant papers.
- Ensure meeting minutes, decisions and actions are appropriately recorded and followed up.
- Support effective communication and coordination between Committee members.

2. ANNUAL GENERAL MEETING (AGM)

- Work with the Chair and Administrator to organise the AGM, including the agenda, papers and notification to members.
- Ensure AGM proceedings, decisions and actions are appropriately documented.
- Support elections and appointments as required.

3. GOVERNANCE AND COMMITTEE MEMBERSHIP

- Help ensure Committee activities and appointments comply with the BSUR Constitution.
- Maintain oversight of Committee membership, terms of office and forthcoming vacancies.
- Support recruitment, elections and handover arrangements for Committee members.
- Assist with constitutional and governance matters as required.

4. COMMUNICATION AND COLLABORATION

- Support communication between the Committee, BSUR members and relevant external organisations.
- Work closely with the Chair, Treasurer and other Committee members to support the Society's activities.
- Liaise with professional bodies, partner organisations and industry sponsors where appropriate.

5. WORKING WITH THE BSUR ADMINISTRATOR

The Honorary Secretary works collaboratively with the BSUR Administrator, where appointed, who may undertake practical administrative tasks such as preparing meeting papers, drafting minutes, maintaining records and coordinating correspondence. The Secretary retains oversight of the relevant governance processes.

PERSON SPECIFICATION

The successful candidate should:

- Be a BSUR member with an interest in contributing to the Society.
- Have good organisational, communication and interpersonal skills.
- Be willing to work collaboratively with the Chair, Committee and Administrator.
- Be reliable, approachable and able to maintain appropriate confidentiality.

Previous committee or professional society experience is desirable but not essential.

TIME COMMITMENT

The role involves attending BSUR Committee meetings and the AGM, together with reasonable preparation, follow-up and occasional communication between meetings. Administrative support is available through the BSUR Administrator, where appointed.

APPOINTMENT AND HANDOVER

The appointment process will be conducted in accordance with the BSUR Constitution. At the end of the two-year term, the outgoing Secretary will support an appropriate handover to their successor.

CRITERIA FOR APPOINTMENT

Applicants for the position of BSUR Honorary Secretary should meet the following criteria:

- Be a Consultant in Radiology on the UK Specialist Register.
- Have an interest in urogenital imaging.

- Ideally, have attended previous BSUR meetings or allied courses/conferences, demonstrating a track record of interest in urogenital imaging.

APPLICATION

Please send a personal statement of no more than 250 words, together with a short CV, explaining why you wish to take on this role and how you would contribute to BSUR. Applications should be sent to enquiries@bsur.org.uk.

Applications will be forwarded to the BSUR Committee for evaluation, and you will be informed of the Committee's decision.

CLOSING DATE: 3 DECEMBER 2026