

Executive Assistant / Committee Coordinator

About the role

Reporting to the Chief Executive, the Executive Assistant will deliver the efficient, meticulous and prompt administration of processes, systems, document preparation, websites and databases to ensure the effective support of meetings, committees, elections and grants.

This will include effectively coordinating the process of council and committee elections, taking and writing minutes and processing membership applications. The post holder will also provide effective administration support to the BAUS CPD credits process, the Workforce Lead and the President (specifically diary management). Excellent written communication skills are essential to this role.

About us

BAUS is a registered charity that promotes the highest standards of practice in urology, for the benefit of patients. We are a membership body that drives and supports the education, training and continuing professional development of urology healthcare professionals. We are also a resource that develops and provides information to support urology patients.

What the Executive Assistant / Committee Coordinator will do

Reporting to the Chief Executive, the work of the Administration Coordinator/Executive Assistant will include, but is not limited to:

Meetings Support (BAUS Trustees, Council, BAUS Education Committee, JCU Editorial Board & related ad hoc Committees and Working Groups)

- Produce an annual schedule of committee meetings and send email reminders to committee members 8 weeks before each meeting to confirm meeting dates and times and a request to book travel in advance to secure economic rates.
- Schedule meetings, as directed, and book meeting rooms.
- Prepare first drafts of, collate and distribute agendas and papers for committee meetings as directed ensuring that deadlines for distribution are met.
- Request reports from Council Members and ensure they are formatted for circulation with the Council agenda.
- Produce a first draft of minutes and action lists of committee meetings, as directed (approximately 14 meetings per year). Ensure these are promptly produced and distributed as appropriate.

- Produce a first draft executive summary of discussions at BAUS Council for circulation to Regional Council Members, as directed.
- Prepare first drafts of, edit, format and circulate general emails and newsletters as directed and liaise with the Chief Executive and relevant Chairmen as directed.
- Maintain accurate and up-to-date contacts lists and diary of meeting dates for committees as directed and circulate them to Committee members and BAUS staff. Ensure up-to-date shared contacts lists are on Outlook.
- Book all catering and refreshments in advance of committee meetings, ensuring they are provided at the booked times and purchased at a cost effective rate.
- Provide support during committee meetings including ensuring the room/s is set up for the meeting and AV requirements are in place as required. Ensure the room is cleared & tidied at the end of the meeting.
- Maintain an up-to-date list of Regional BAUS meetings.

Council & Trustee Elections

Ensure the process for the election of BAUS Trustees and BAUS Council is carried out accurately and on time. This will include coordinating calls for nominations, sending emails to allow members to vote, preparing first drafts of correspondence to candidates and updating the BAUS website in liaison with the surgical web editor.

The President's Diary

Manage the President's diary and related activities undertaken on behalf of the Association.

Administration Support

Membership Applications

- Process membership applications including all correspondence resulting from these applications.
- Liaise with the Finance Manager on the completion of direct debit mandates, and the details of membership changes that impact on subscriptions paid.
- Prepare information on membership applications for discussion by BAUS Trustees and Council.

- Act as the first point of contact for general membership questions (excluding subscriptions).
- Update and input general membership information on the membership database and produce reports as required.
- Ensure information about the membership application process and subscription rates is kept up-to-date on the website.
- Liaise with journal publishers on sending an output list for journal mailings.
- Ensure other relevant team members are informed as directed of any changes.

BAUS CPD credits

Coordinate the processing of applications for CPD credits to include; receipt of applications, forwarding applications to the panel Chairman, receiving replies from panel members, informing applicants of the outcome and maintaining an up-to-date list of CPD approved events.

BAUS & SAC in Urology Workforce Lead

- Provide support to the workforce lead to include receiving and updating Excel spreadsheets of workforce data.
- Undertaking research as directed including contacting identified individuals working in urological units, reviewing jobs advertised and inputting relevant data.

Other

- Deal with all administration for prizes and awards made by the Education Committee including advertising the awards, receipt of entries, liaison with judges and correspondence with applicants.
- Maintain the list of BAUS representatives on external bodies, ensuring regular reports are received and information from BAUS is disseminated to its representatives.
- Ensure all paper and electronic files are maintained in accordance with the Retention Policy.
- Maintain the list of BAUS publications, ensuring information is disseminated, as appropriate, to ensure they are regularly reviewed.

- Circulate InteleX weekly reports to BAUS Trustees and liaise with the Surgical Web Editor re posting the reports on the BAUS website.
- Format and circulate emails to BAUS members via Campaign Monitor, as directed.
- Ensure content on the website (relating to Trustee and Council meetings and information relating to membership and subscriptions) is up to date.
- Prepare first drafts of documents for upload to the website, as directed.
- Receive, assess, respond to, forward, or prepare first draft of replies to email queries as directed and as appropriate.

BAUS Annual Meeting (all BAUS team)

- Attend and assist at the BAUS Annual Meeting as directed.
- Provide administration support for the Annual Meeting in the office as directed.

What we all do

We are a small, dedicated team (<http://www.baus.org.uk/about/staff>) and we can't achieve what we do without everyone 'mucking in' to get things done. This is an approach that all team members are fully signed up to and it means we are an effective resource for the healthcare professionals and patients that we are here to help. This shared understanding allows us to work efficiently which makes for a more effective and enjoyable working environment. We understand this isn't for everyone – but it is essential to success in BAUS!

What we all do includes, but is not limited to:

General Office Administration – all team members will:

- Answer calls to the main office number, taking and passing on full and accurate messages to appropriate team members and deal with general enquiries where appropriate.
- Share responsibility for collecting, opening, date stamping and passing on post to the appropriate team members.
- Frank their outgoing post and ensuring it is sent by the most appropriate and cost effective method.
- Carry out reception duties including informing the RCS Front Desk of visitors and looking after any visitors, including providing refreshments for relevant committee

meetings.

- Book travel and accommodation when required when attending Association meetings. (To be agreed, in advance, with the CEO / DCEO). Bookings must ensure best value for money at all times and comply with the Association's travel expenses policy.
- Take external bookings for the Council Room and enter them in the diary and ensure the room is maintained to a high standard at all times. (Any booking where payment is due will be managed through the Events Team).
- Participate in rotas for buying consumables via petty cash for milk etc.
- Inform the Events Assistant when stocks are running low on stationery items to ensure adequate stocks are maintained.

Office cover

- Ensure that arrangements for annual leave are made in discussion with team members in advance to ensure adequate cover in the office. Annual leave to be agreed with CEO / DCEO and entered promptly into the Annual Leave diary (on Outlook).
- Work in co-operation with team members regarding timing of lunch breaks to ensure adequate cover in the office.

Health and Safety

Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Flexibility

Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.