

ASCN UK Governance Officer Roles & Responsibilities

- Manage the Governance of the Association in accordance with all statutory and regulatory requirements.
- In collaboration with the secretariat, lead the development and maintenance of effective policies and processes to ensure fair and equitable management of the Association.
- In collaboration with the secretariat, oversee the development and maintenance of effective processes to ensure fair and equitable management of the Annual Conference.
- Oversee the Governance of the ASCN UK social media platforms as appropriate, ensuring it is a safe space for the members and adherence of all regulations.
- In collaboration with the secretariat, coordinate and collaborate with other committee members to keep all association policies and procedures up to date.
- Manage an Association risk register and ensure submissions are collated and reported at Committee meetings.
- Build and maintain strong relationships with external organisations as a representative of the Association ensuring ASCN UK has a voice in all relevant arenas.
- Coordinate and oversee ASCN UK collaborative workings with PIPS, industry/commercial partners/BHTA and any other partners.
- Prepare an Annual Report to be presented at the Annual General Meeting.
- In collaboration with the committee members; build and maintain relationships with other organisations, healthcare professionals and stakeholders in the healthcare field to foster collaboration.
- Act as ambassador for the association and promote ASCN UK nationally and internationally.
- Contribute to pre-election meeting with applicants for committee positions.
- Assist the other Honorary Officers and conference organisers in organising the Annual Conference.
- Chairperson must be informed in advance of unavailability (e.g. holidays).
- Support all aspects of ASCN UK in the running of the Association, attending meetings wherever possible and responding to emails in a timely manner.
- In collaboration with the committee members ensure all decisions are made in alignment with the current ASCN UK Constitution.