**BGS South West Thames region vacancy: Secretary (3-year term)**

Would you like to help improve healthcare for older people by being a key BGS representative in your region and undertaking the following?

If the answer is yes, then we would love to hear from you!

* **Create a supportive and collaborative local environment for fellow healthcare professionals**
* **Help strengthen the multi-disciplinary community of BGS members**
* **Influence decisions taken at a regional level in relation to the specialty**
* **Promote local talent and research**
* **Facilitate networking within your region**

Please email a short expression of interest and your covering CV to M.Stewart@bgs.org.uk BGS Office and Business Manager. Deadline for applications is: 31 January 2021 (5pm).

For details of roles see <https://www.bgs.org.uk/resources/region-officer-roles-and-volunteer-opportunities>

Hear from other officers <https://www.bgs.org.uk/officer-testimonials>

If you have any questions, please call **0207 608 8575** for more information.

*The BGS welcomes expressions of interest in this role from all healthcare professionals working with older people, including nurses and allied health professionals, at any stage of their career.*

*Please note, you must be a current paid member of the BGS and work within the South West Thames region to be eligible for this voluntary role.*

*You can join the BGS* [*here*](https://www.bgs.org.uk/about/become-a-member-of-the-bgs)

**Further information about the role and associated duties**

The key role of the Secretary is to develop and oversee regular region meetings. They act as the main point of contact for the Society’s head office in relation to the management of BGS South West Thames events and assist the BGS events team with the planning and promotion of these region meetings.

The role provides an ideal opportunity to get to know eminent and pioneering speakers from all aspects of healthcare for older people, and to build skills in project management and events organisation that will be useful for your future career. This role would be a notable addition to any portfolio but would be especially beneficial for a BGS member at the beginning of their career.

* Finding local organisers for future South West Thames meetings, suggesting programme topics and speakers, and ensuring all events meet the needs of a multidisciplinary audience.
* Encouraging the promotion of local research and quality improvement initiatives by publicising calls for abstracts.
* Facilitating networking at meetings and within the region to support the sharing of best practice at a local level and collaboration between BGS members in the region.
* Gathering feedback from delegates and suggesting improvements and new ideas for future meetings.