

BNOS Meetings Secretary role profile

Outline

BNOS is seeking to appoint a new Meetings Secretary for a three-year term, commencing summer 2025.

The purpose of the role is to provide guidance, knowledge and support with organising the annual scientific meeting in conjunction with the local organising committee (LOC), Executive Team and the contracted Professional Conference Organiser (PCO, currently Event Management Direct) with administration and communications support provided by the BNOS Administrators.

The role of Meetings Secretary forms part of the BNOS Council Executive team alongside the President, Vice President, Honorary Treasurer and Honorary Secretary.

In association with the other officers, the Meetings Secretary is expected to take a leading role in developing and delivering BNOS's charitable objectives and inputting into policy.

Key responsibilities:

The Meetings Secretary will provide guidance on the following tasks:

- Work with the LOC and Academic Committee to ensure a scientific, educational and social programme that will attract a broad audience from across the neuro-oncology community, taking into account delegate feedback received from previous meeting
- Liaise with the LOC, BNOS Honorary Treasurer and PCO to ensure understanding of the meeting budget and inform decision-making accordingly, balancing expenditure to maximise the profitability of the conference and minimise risk of making a loss, while providing value for money for delegates, charities and sponsors
- Liaise with charities and patient organisations and ensure the LOC understands their role in the meeting
- Support liaison with sponsors and exhibitors, alongside the LOC and PCO
- Ensure feedback from sponsors and exhibitors is considered when planning for future meetings
- Join the regular (monthly) conference meetings which are held with the LOC and POC in the months leading up to the event
- Actively represent and promote the aims and ideals of BNOS by attending Council meetings which are held three times a year (a mixture of in person and virtual), plus any other meetings as required

- Liaise with future LOCs and the PCO to organise and standardise meetings going forward
- Input into discussions with Council and Trustees regarding the key decisions related to the annual conference

Skills / requirements of the role:

- Regular attendance at previous BNOS annual meetings in order to demonstrate an understanding of how our meetings are run
- Experience of organising scientific meetings is desirable
- Excellent communication skills, enthusiasm and time to commit to the demands of the role are essential

If the successful applicant is not already a BNOS member, they will be required to join the BNOS membership and maintain a current membership throughout their term of office.

Term of Office

Three-years; renewable for a subsequent term in open competition with other applicants.

Elected by:

Election to the post of Meetings Secretary is carried out anonymously via the BNOS membership. In the event that only one application is received, this will be reviewed by the Executive team and if deemed appropriate, the applicant will be directly appointed to the role.

How to apply:

A 1-page expression of interest is required. This should outline how you meet the requirements of the role and what your aims are for supporting the development and ensuring the success of the BNOS annual conference to help us to fulfil our mission to promote high-quality multi-disciplinary neuro-oncology research, education and patient-centred care.

Please send your application to administrator@bnos.org.uk by midnight on Sunday 1st June 2025.