**Job Description**

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| **Society** | SSSTDI |
| **Reports to:** | SSSTDI Council |
| **Fee** | To be negotiated |
| **Job Description** To provide a comprehensive administrative service for SSSTDI  This is a work from home position, Laptop supplied, | |
| SSSTDI is a registered charity - Registered Charity Number 20043636 | |

**Key Responsibilities**

1. Manage all mail, electronic and postal.
2. Manage the membership - updating annual membership fees and emailing lapsed membership for outstanding payment
3. Attend council meetings – approximately 4-5 times per year

Draw up agenda and send to council members along with previous minutes, prior to meeting. Take minutes of meeting and distribute to all council members a short time after the meeting.

1. Organise and coordinate spring meeting .

a) Spring meeting alternates between North and South each year and speakers are normally selected by the local council members

b)Inspect (if local) and organise venue with the venue– cost room hire and lunches to be negotiated with local team

c) Apply for CPD from RCPI at least 4 weeks in advance

d) Advertise meeting on website via Eoin at Metric and open registration

e) Send date for diary via email to all members

f) Prepare registration list, CPD signature list

g) Prepare survey monkey for evaluation post meeting

h) Pay venue on the day – treasurer will have cheque book or debit card available

i) Send all speakers a thank you card along with honorarium.

j) Email survey monkey to all attendees and submit to RCPI within 3 weeks

1. Organise and coordinate Autumn meeting
2. Venue booked from previous December – deposit paid at booking
3. Book venue for society dinner ( Friday evening of meeting)
4. Send date for diary early summer
5. Council meeting in spring to discuss plenary speakers
6. Invite Pharma sponsorship – Platinum, Gold, Silver and Bronze
7. Coordinate Platinum and Gold sponsors with scientific committee to discuss Symposium speakers
8. If elections are due (every three years) announcement need to be made approx. 10 weeks prior inviting any interested members for nomination.
9. Book IT company – currently Magpie
10. Call for abstracts – September- repeat in October with closing date mid -October
11. Scientific committee ( usually 3-4 council members) sent anonymous abstracts to grade selection
12. Once abstract selection has been decided, email successful and unsuccessful candidates. Programme designed and sent for CPD to RCPI – has to be in 4 weeks beforehand. Payment is required for this meeting.
13. Upload programme on website and open registration. (usually 2 weeks beforehand or beforehand if finalised)
14. Co-ordinate room availability with RMH and Eoin when allocated numbers are reached so Eoin can close off accommodation on website. T
15. A reserve list can be made of anybody wishing accommodation
16. Select menu for society dinner with SSSTDI secretary and treasurer
17. Request all successful abstract presenters to have their presentation emailed to admin by Wednesday 5pm before meeting commences
18. Email short presentations to the IT company the day before.
19. Book taxi/s if required for plenary speakers to/from airport
20. Organise printing company to print programme and name badges (currently Easons)

Day of Meeting

1. Arrive at least 1-2 hrs beforehand at the venue to organise registration desk and meet up with the hotel organisers and also IT company to ensure all short presentations have been received
2. Meet the Pharma companies and direct them to their table.
3. Have registration and CPD sign in sheets on desk along with programme
4. Bell available for timekeeping – one of council members usually obliges
5. Ensure 1st and 2nd prizes are ready for presentation at end of meeting.

Post Meeting

1. Collect invoice from hotel reception and payment is made by treasurer
2. Make provisional booking for following year
3. Send acknowledgements to all plenary speaker along with honorarium and any travel expenses due
4. Email acknowledgements to all pharmaceutical companies
5. Email certificate of attendance to all attendees
6. Email CPD certs to all doctors – certificate provided by RCPI
7. Payment to taxi company
8. Payment to IT company
9. Compose survey monkey evaluation and email to all attendees – repeat x 2 – few days apart
10. Provide results of evaluation to RCPI

Finances

1. Manage and prepare all bank accounts (4 in total) by making up xcel spreadsheet of all bank statements
2. Prepare all annual invoices and receipts for auditors – usually requested September/October
3. Deliver to auditors when requested. (Currently Lombards, Holles Street)
4. Ensure financial report when completed is signed by required council members
5. Send final report by email to Eoin who will upload on website
6. A one page copy of financial year to be sent to all attendees of the autumn meeting prior to the AGM
7. Arrange cheques, bank drafts when required and send to successful sponsorship applicants, Lets Host, Eoin and any other invoices due.
8. Annual payments need to be made to survey monkey, Dermatology association and bi-annual to Lets host.

Sponsorship

1. Sponsorship applications should be checked to ensure they meet all required criteria
2. Forward to the deciding team and await feedback.
3. Successful candidates will submit receipts and payment is organised and sent to applicants

Website

1. Any issues with website contact Eoin at Metric
2. Update website regularly with STI information, future congresses, links and guidelines.

Industry a) Maintain list of industry contacts

b)Maintain regular contact with industry contacts