



## The British Medical Ultrasound Society

### Job Description

#### **Role: BMUS Council Member**

The BMUS Council of Management (known as BMUS Council) is the democratic decision making body of BMUS, whose role is to oversee the activities of the Society and support BMUS in meeting its charitable aims and objectives.

Council comprises 12 elected members (including no fewer than: two medical practitioners, two sonographers, and two scientists). Of these 12 elected Council members, five are Officers (The President, President Elect, Development Officer, Hon. Treasurer, and Hon. Secretary). Elected members of Council are entitled to vote on matters of importance and are responsible for proper management of the Society's assets. Elected members of Council are Trustees of the Society and have a legal obligation as Company Directors.

Council meetings are also typically attended by the BMUS Executive Officer and up to 6 further co-opted members of Council (including the Journal Editor-in-Chief, SIG Chairs, and Chair of the Scientific Organising Group (SOG)).

Manufacturers' representatives and representatives of external bodies may be invited to attend all or part of a BMUS Council meeting at Council's discretion but are not considered to be Council members.

#### **Responsibilities**

To be an ideal Council Member, you will:

- Familiarise yourself with the structure and aims of BMUS and duties as laid out by the Society's Memorandum and Articles.
- Direct the Society's activities and ensure the Society meets its charitable aims and objectives.
- Ensure that you have sufficient time to fulfil your duties and to attend Council meetings, either in person or virtually.
- Give feedback on circulated documents in a timely fashion.
- Vote on matters of interest to the Society.
- Actively promote BMUS as the leading multi-disciplinary national body concerned with the practice and science of medical ultrasound.
- Participate in the ASM at the request of the ASM Chair. Duties may include reviewing abstracts, judging posters, assisting with logistical matters, and organising or Chairing sessions.
- Participate in the development of mid- to long-term strategies of the Society in order to promote the Society's aims and ensure the financial stability of the Society for the benefit of future members.

- Join and actively support the BMUS Science and Education Committee and/or Special Interest Groups (SIGs) as required.
- Assist with commissioning and reviewing publications and online content for the BMUS journal and website, as requested.
- Assist with the development of best practice guidelines and educational materials for the benefit of BMUS members, as requested.
- Ensure that the funds of the Society are used in accordance with the Society's objectives and properly managed with the aid of professional financial advice to ensure the ongoing financial security of the Society.
- Declare any conflicts of interest.
- Fulfil other assignments as Council / Officers agree are appropriate and desirable for Council members to perform.
- Fulfil all other duties and responsibilities required as a Trustee and Member of Council of the Society

### **Communications**

- Attends BMUS Council meetings, either virtually or in person, and responds to emails and voting requests on matters relating to management of the Society in a timely manner.

### **Term of office**

Elected members of Council initially hold office for 3 years, commencing on the 1<sup>st</sup> of January. Council members may be immediately re-elected for a further period of 2 years, but should serve on Council no longer than 5 consecutive years, unless elected to an Officer post.

Full details relating to the election of Council members are provided in the Society's Articles.