



**The British Medical Ultrasound Society**  
**Officer's Job Description**

**Role: President Elect**

The role of the President Elect is to become familiar with the running of the Society in preparation for the office of President and to take overall responsibility for organisation of the Annual Scientific Meeting.

The President Elect works alongside the other Officers (Hon. Secretary, Hon. Treasurer, Development Officer and President) as the leading members of Council. The President Elect will have demonstrated a longstanding commitment to the core aims of the Society and will have worked effectively to advance them through previous roles as a member of Council and Officer.

**Responsibilities**

- Become familiar with all aspects of the Society's affairs.
- Liaise closely with the President and Executive Officer.
- Steer all aspects of the organisation of the Annual Scientific Meeting, including attending site meetings.
- Advise the Chair of the Scientific Organising Group (SOG) on matters of BMUS procedure and policy.
- Maintain an overview of all other meetings organised by the Society (including Study Days and Summer Schools).
- Maintain an overview of Science and Education resources available through the BMUS Journal and Website.
- Act as a BMUS representative on other bodies, if requested.
- Fully participate in the Annual Scientific Meeting.
- Fulfil other assignments as the Council / Officers agree are appropriate and desirable for the President Elect to perform.
- Fulfil all other duties and responsibilities required as a Trustee and Member of Council of the Society.

**Communications**

- Chair of the Science and Education (S&E) Committee.
- Attends BMUS Officers and Council meetings and reports to Officers and Council on the activities of the S&E Committee.
- Makes regular contributions to the BMUS Newsletter.

**Term of office**

The President Elect is elected by BMUS Council to commence their term of office starting on the 1<sup>st</sup> of January. The President Elect progresses to President after 2 years.