Executive Officers' Job Descriptions

To assist members in deciding whether they want to stand as an officer on the Regional Committee a brief job description for each role is set out below. The roles will develop over time with the input of the officer and the Regional Committee.

Chair: As chair of the Regional Committee you will be responsible for leading the development of the Committee and managing the conduct of meetings. You will work closely with the Secretary, Regional Council Member and Regional Officer to draw up agendas, follow up action and ensure that the business of the Committee runs smoothly.

Secretary: This is a key role ensuring that the Regional Committee Meetings and Executive meetings are properly organised and that members have all relevant information including minutes of previous meetings. You will work closely with the Chair, Regional Council Member and Regional Officer to draw up agendas, follow up action and ensure that the business of the Committee runs smoothly.

Vice Chair: You will assist the Chair and deputise in her/his absence.

Treasurer: You will keep records and manage the expenditure of the Regional Committee. This will involve producing statements of accounts for meetings and producing an annual report of income and expenditure for the year for submission to HQ. You will work closely with other Executive Committee members and the SoR Finance team.

Health and Safety Officer: As the Health and Safety Officer you will keep abreast of developments and be the Regional Representative to the National Health and Safety Forum. You will co-ordinate with the SoR Health and Safety Officer to ensure support for any Health and Safety Campaigns or Surveys. You will be an accredited Health and Safety Representative.

Industrial Relations Officer: As the Industrial Relations Officer you will keep abreast of IR developments and ensure participation in national campaigns. You will work closely with the Regional Officer to develop services to members. You will be an accredited SoR representative. You will work closely with the Professional Education Officer to ensure a co-ordinated approach in the workplace.

Professional Education Officer/CPD Officer: With the development of CPD and new roles for members in the workplace you will provide advice and information to the Regional Committee on current developments. You will liaise directly with the SoR CPD Officer and other officers from the SoR 's Department of Education and Professional Development on current

developments in this area. You will work closely with the Industrial Relations Officer to ensure a co-ordinated approach in the workplace.

Social Events Officer: As well as providing professional education the Regional Committee may want to organise social events with a view to raising money and bringing members together. You will be responsible for taking the lead in organising such events, seeking sponsorship etc. You will work closely with the Secretary, Chair and Publicity Officer.
(we don't have this!)
Publicity Officer: You will be the point of contact between the Regional Committee and the media. Your role will range from promoting activities via Synergy News, to organising career talks promoting radiography. You will work closely with the Chair, Secretary, Regional Council Member and Regional Officer.

Therapy Officer: The radiotherapy service is an area currently undergoing great change. As the Therapy Officer you will keep abreast of developments in this field and advise the Regional Committee on current thinking in the NHS and within the profession. You will promote communication between radiotherapy departments and the Regional Committee. You will work closely with the Industrial Relations Officer and the Professional Education Officer to ensure a co-ordinated approach in the workplace.

Undergraduate Student Officer: As the Undergraduate Student Officer you will act as liaison between undergraduate students and the Regional Committee. You will keep fellow students informed about developments in the SoR structure and policy and feed back to the Regional Committee the opinion of undergraduates so that they have a real say in the future of their Society and profession. You will promote membership of the SoR among undergraduates. You will be an undergraduate student.

Universities Officer: The education of radiographers is undergoing constant change both pre and post registration. As the Universities Officer you will advise the Regional Committee on the delivery of education to members and developments within the education sector. You will work closely with the Professional Education Officer.

Equality Officer: You will provide a focus for equal opportunity issues, including promoting the SoR's equality networks and seeking to ensure that all members in the region have equality of access to the Regional Committee. You will liaise with Equal Opportunities Officers in other regions and other unions.

Management Representative: You will provide a link with the Regional managers group and ensure that communication between the Regional Executive and managers groups is efficient and transparent.