Job Title: Vice Chair, Programmes Committee
Reports to: BAPEN Council/Executive
Purpose of the role: To work with the Chair and the programmes committee to deliver a successful annual conference.

Role Overview
The Vice Chair of the Programmes Committee will support the Chair and work with the programmes committee to deliver an informative and relevant annual conference that meets the educational needs of its multidisciplinary membership and the wider community of HCPs working within the field of disease related malnutrition.

Main duties:
- Work with the committee to agree symposia topics for the conference based on current trends and feedback from the previous year's conference post event survey and the membership.
- Work with the CORE group representatives to help identify sessions speakers/Chairs as required
- Support the Programmes Committee Chair in identifying speakers for the Pennington and Keynote Lectures, as well as the Presidents opening Plenary.
- Supported by the Secretariat, and the Education Officer, act as Programmes Committee lead for conference abstracts. Work with the Education Officer in identifying online reviewers and onsite judges. Join the online reviewer and onsite judging panels and act as the main point of contact on abstracts for the secretariat. Assist with the coordination of the poster judging sessions 'poster walks' on site.
- Liaise with the Communications Officer, BAPEN PR team and the secretariat in the drafting of content for advertising and social media activities to promote the conference.
- Supported by the Secretariat, act as Programmes Committee lead and work with the secretariat in the organisation of the conference social event.
- Deputise for the Chair at Programmes meetings where the Chair is not able to attend.

Expectations:
- This is a voluntary role with no payment
- Expenses will be reimbursed for attendance at face-to-face programmes related meetings
- Attend and contribute to all programmes meetings unless attendance is not possible due to exceptional circumstances.
- Attend and represent the Programmes Committee at the quarterly BAPEN Council meetings in the Chairs absence. Council meetings are a combination of face to face (usually in London) and online, take place 4 times per year and are usually of 2 – 3 hrs duration.
- Attend the annual conference on all days. Complimentary registration will be provided
- Ensure declarations of interest are made annually as required
- Abide by all of BAPEN's policies and guidance. Of specific note for are:
    - Equality, Diversity and Inclusion Policy available at https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf

    - Declarations of Interests Policy available at https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-delaration-of-interests-policy-updated-october-2020.pdf
- Requests for agreement to travel and expenses will be made in writing to the relevant Executive Officer or Chair of Committee or SIG prior to any expenditure. Agreement will be made in writing. Expenditure will be reimbursed in accordance with BAPEN's Guidance on Expenses for Meetings and Conferences available at https://www.bapen.org.uk/pdfs/policies-and-procedures/expenses-entitlement-04-019.pdf

Eligibility to apply:

- A registered healthcare professional or patient, a BAPEN member and member of one of BAPEN's core professional groups
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the ED&I policy

Tenure:

The position is for a 3-year term. On discussion with the relevant BAPEN Executive member and with mutual agreement this may be extended for another 1 tenure. Identification of a deputy to deputise and shadow the role for the last year of tenure is encouraged to provide resilience, succession planning and sustainability of the committee/group.

Time commitment:

1-5 hours/week (*Note this will vary over the course of the year. In the early planning stages, the time required will be much less. In the 1 -2 months prior to the conference the time committee is likely to increase to the top end of the estimate. at other times it is anticipated to be an average of 1 hour a week). The Programmes Committee meeting approx. 4 – 5 times per year, usually for a 1.5 - 2 hr late afternoon or lunchtime meeting Mon – Fri*).

Benefits of undertaking the role:

It provides an exciting opportunity to be part of a multidisciplinary group of BAPEN members who work as part of a team to bring together HCP's and patient representatives from all four nations for an educational and networking event to share ideas and best practice in an informal setting. The educational benefits provided by the conference enable its attendees to continue to improve the care of patients affected by disease related malnutrition. In the interest of continuity and succession planning, it is also anticipated that the Vice Chair will assume the role of Chair a the end of the Chair's tenure.

Process of application:

Expressions of interest will be asked from the membership through the Secretariat and Comms Officer. Applications will be considered by the relevant Executive Officer(s), Chair and other officers of the Committee as appropriate.