

ROLE AND RESPONSIBILITIES DESCRIPTION

TRAINEE (PROFESSIONAL AFFAIRS) SECRETARY

The Trainee (Professional Affairs) Secretary is a member of the Association's Council.

It is the responsibility of the Trainee (Professional Affairs) Secretary to:

- Act as the trainee representative on a number of professional committees. Currently this includes the following:
 - Specialist Advisory Committee for Infectious Diseases (approx. 3 meetings/year)
 - The Joint Committee for Infectious Diseases & Tropical Medicine (approx. 3 meetings/year)
- Provide feedback to trainees from the above committees and other sources on training matters at BIA trainee days, as well as via the BIA newsletters.
- Act as the point of contact for trainees to raise any concerns, which in turn require raising at the appropriate national committee meetings.
- Provide support to the Trainee (meetings) Secretary in collating, ranking and scoring case presentations for the BIA trainees' days.

As a full member of Council, the Trainee (Professional Affairs) Secretary is expected to attend Council meetings.

The Trainee (Professional Affairs) Secretary is elected by the trainee membership for a 2 year term of office, and as such should have at least 1-2 years before his/her CCT date when elected. If appointed to a Consultant position, Trainee Secretaries may retain his/her post for its duration.