

## **ROLE AND RESPONSIBILITIES DESCRIPTION**

### **SCIENTIFIC AFFAIRS & RESEARCH SECRETARY**

The Scientific Affairs & Research Secretary is a member of the Association's Council.

It is the responsibility of the Scientific Affairs & Research Secretary to:

- Make recommendations to Council over the award of small and large research grants
- Take responsibility for the advertisement, application and award of research grants
- Evaluate the impact of the Association's grants programme.
- Take responsibility for travel grants
- Chair the selection committee for poster presentations and free papers at BIA conferences
- To make recommendations to Council for the BIA-sponsored nominated lectures: eg; JD Williams lecture and Barnet Christie lectures

The Scientific Affairs & Research Secretary is elected by the general membership for a 3 year term of office.