

## **ROLE AND RESPONSIBILITIES DESCRIPTION**

### **GUIDELINES SECRETARY**

The Guidelines Secretary is a member of the Association's council.

Since its formation the British Infection Association has continued the tradition of the BIS and AMM in taking a leading role in contributing to and producing guidelines on infection-related subjects.

The Association must also be prepared to work with the numerous requests for opinion, advice, and involvement that come in from other agencies and organisations. The Guidelines Secretary, working with and chairing a guidelines group, will lead this process.

Responsibilities will also include;

- Proactive development of guidelines that the Association considers important.
- Reactive, rapid and authoritative responses to requests for opinion from outside agencies.
- Leading the development of a strategy for future work, prioritising the type and nature of guidance and information that the Association produces.

The Guidelines Secretary will need to work with the Membership and Communications Secretaries to develop a database of members' interests, to help in targeting those who can respond to and support future projects.

Applicants should have experience of the development of guidelines and protocols, and must have demonstrated the type of project management skills necessary to carry through the guideline production process. An understanding of development of guidelines to NICE accredited standards would be beneficial.

The term of office is 3 years and the post is elected from among the general membership of the Association.