



THE BRITISH JOURNAL OF
Diabetes



Role of the Honorary Meetings Secretary

The role of the Meetings Secretary provides the governance and supervision for the Diabetes Care Trust (ABCD) Ltd, ABCD (Diabetes Care) Ltd and BJDVD Ltd. The Meetings Secretary with chair, treasurer, and general secretary of ABCD and the trustees of Diabetes Care Trust.

The role is for a period of 3 years initially and is reviewed on an annual basis thereafter.

The meetings secretary will be appointed as a trustee for Diabetes Care Trust (ABCD) Ltd whose subsidiaries are ABCD (Diabetes Care) Ltd and BJDVD Ltd. The meetings secretary will also be appointed as part of the executive team for ABCD (Diabetes Care) Ltd and BJDVD Ltd.

Main responsibilities

1. Plan the annual conference, invite speakers, liaise with event organisers
2. Plan the webinar schedule (currently the first Thursday of the month)
3. Liaise with event organiser regarding selection of venues/ virtual platforms
4. Co-ordinate other meetings – eg with RSM.
5. Preparation of post-meeting feedback forms analyses.
6. Secure CPD approval from RCP.
7. Write to speakers before and after meeting and select chairperson for sessions.
8. Liaise with event organiser and treasurer regarding stands for non-corporate sponsors.
9. Seek funding and liaise with pharmaceutical companies who wish to sponsor a Hot Topic session.
10. Liaise with website co-ordinator to ensure website meetings details are up to date and accurate.
11. Attendance at twice yearly ABCD committee and trustees meetings.
12. Liaise with BTA and BES re back-to-back meetings and possible joint symposia.

The work is clearly more involved around time of meetings. Currently 1-2 hours a week on average.

ABCD (Diabetes Care) Ltd is a company limited by shares in England and Wales under company number 727037. Diabetes Care Trust (ABCD) is a registered charity number 1139057, a company limited by guarantee in England and Wales under company number 74248361. ABCD (Diabetes Care) Ltd is a wholly owned subsidiary of the Diabetes Care Trust (ABCD) Ltd

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