

BSSH

The British Society for
Surgery of the Hand

Job Description, Role and Duties of the President

Appointment and term

Nominated by Council and elected by the Society's Members at an AGM.

Term of Office – 1 year. Elected 2 years before term of office. Serves 1 year as Vice-President commencing on 1st January of the year before the Presidency and 1 year as Immediate Past President the year following the term of office.

Not eligible for re-election.

Planning

- Prepare goals to advance the BSSH well ahead of the Presidential year
- Share these with Council and Secretariat and membership
- Promote and progress these goals throughout the year
- Continue the legacy of previous President's goals and themes
- Agree any work to be carried over with the President Elect

Leadership

- Deal with all and any correspondence and approaches from outside individuals, agencies and organisations
- Deal with all and any crises, threats and issues, calling upon Council and past officers for support and advice
- Notice and resolve any conflict at member or officer or secretariat level
- Proactively promote diversity
- Proactively promote sustainability
- Ensure fair and reasonable workload, and dignified working relationships for the Secretariat

- To be aware that many BSSH issues may need addressing and documents may need signing at short notice.
- To ensure that matters arising and outstanding/on-going issues are addressed within a reasonable time scale.
- To take note of professional advice received from Solicitors, Accountants, Human Resources and the like
- Set aside personal relationships and loyalties in the interests of the BSSH

Scientific Meetings

- Work with the BSSH Secretariat and the Scientific Meeting Organising Committee to deliver the meetings
- Consider venue
- Prepare programme
- Recruit speakers and chairs
- Promote gender, race age, plastic/ortho and geographical diversity
- Facilitate access for delegates who are parents or carers
- Work with the Research Committee to ensure that the abstract selection is consistent with meeting goals and content.
- Choose Harold Bolton and Douglas Lamb lecturers

Administrative

- The President may be an authorised signatory on the bank accounts and investments.
- To inform the Secretariat of holidays or periods of unavailability and ensure a suitable individual, usually the President Elect, is standing in.

Professional Liaison

- BOA
 - Annual Congress
 - delegate to Education Committee to organise the BSSH session
 - Delegate to Research Committee to assess abstracts for hand topics
 - Attend or send deputy to BOA Specialist Society Committee
 - Future Leaders Programme- liaison and recruit
- Other Societies
 - Attend as representative or send deputy when BSSH is invited e.g. IFSSH, ASSH, FESSH

Writing

- BSSH Newsletter
 - Every 2 months
 - Write introduction
 - Invite material
 - Curate material which is offered
- Journal of Trauma and Orthopaedics
 - Speciality Update once or twice each year

Council meetings

- Prepare agenda for each Council meeting
- Chair Pre-Council Meeting Officers meeting
- Ensure each work stream is maintained and progressed between meetings
- Check minutes
- Chair Council meetings

BSSH Committees

- Attend or send deputy to each Committee meeting
- Proactively manage succession planning.

Other

- To set the Pulvertaft Prize title and arrange the marking of essays and award of the prize