

Division Academic Secretary

TERM OF OFFICE: 4 Years

JOB PURPOSE:

1. To be responsible for all aspects of the academic meetings of the relevant Division.

KEY RESPONSIBILITIES:

Work closely with the Division Office that organises and administers these meetings and ensure that deadlines are met.

Liaise with the Devolved Nation or Division Office and Finance Officer on issues of fundraising and exhibition space.

Lead the design, organisation, delivery and monitoring of all Devolved Nation or Division meetings.

Ensure that session facilitators and Chair are briefed on their responsibilities and liaise directly with each speaker.

Liaise with appropriate committee members to ensure a balance of topics and styles.

Ensure that speakers deliver presentations and workshops to a high standard and that these reflect modern theory and practice in adult learning.

Ensure adherence to college conference policies and guidelines, particularly in relation to conflicts of interest, speaker expenses and other financial arrangements.

Ensure 50% face-to-face and 50% Online event model is adhered to.

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

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