**General**

* Ensure SMA operates according to constitution
* Keep records of council members contact details
* Act as a contact person if necessary for FIS, ESCMID, Panceltic etc
* Write letters on behalf of SMA, as required
* Create & maintain an email distribution list of all members (Liaising with Membership secretary). Make sure when sending any communications out to the distribution list that you send to SMA Council and Blind Copy all members.
* Signatory for bank account, apply for on line banking.
* Purchase any supplies for meetings, badges, lanyards etc.
* Maintain the paperwork for SMA i.e. headed letters, expenses forms etc
* Maintain SMA Archives

**Council meetings**

* Liaise with SMA President/ Vice President over dates for council meetings (approx 4 a year, one before each scientific meeting)
* Organise dates and book hotel meeting room & dinner, send out Teams invites.
* Liaise with President over agenda items and send out agenda, minutes & action lists to council members
* Take minutes at the meetings, President approves & then Secretary distributed to council.
* Prepare action list and distribute to council members with minutes once approved.

**Annual General Meeting (Scheduled for the Autumn meeting)**

* Keep track of council member’s positions that are up for renewal / election.
* Prepared proposed constitution changes when necessary
* Email AGM minutes & agenda to all members at least 6weeks prior to AGM
* Email nomination paperwork to all members at least 6 weeks prior to AGM, scan & archive all nomination papers received.
* Receive & collate nominations for new council members & ensure the person nominated, the proposer & the seconder are all current paying members of the SMA
* If necessary prepare ballot papers for AGM and collate results at the AGM
* Ensure all SMA Council officers, President, Treasurer, Meetings Secretary & Membership secretary prepare reports for presentation at AGM.
* Prepare / collate agenda & report power points for AGM
* Prepare a sign in sheet for the AGM and then collect & scan it for archives.
* Take minutes for distribution to all members once approved by President.

**Website/ Social media**

* Liaise with website administrator / social media secretary, who is currently maintaining the website and forward all submissions to upload.
* Ensure website is updated with new SMA council members
* Liaise with meetings secretary to obtain permission from presenters to add talks to website.

**Email**

* Check SMA Gmail account regularly & forward all emails to the relevant Council member.

**Scientific Meetings**

* Prepare paperwork for the two scientific meetings a year. Print approx 70-80 copies to issue at the meetings
	+ Booking forms for both members & exhibitors (liaising with Trade secretary)
	+ Programme
	+ Feedback form
	+ Save the date flyers
* Prepare & maintain the spreadsheet the members booking for the hotel (liaise with secretarial support – currently Audrey Hutchison in Fife)
* Prepare & maintain the spreadsheet of members & speakers bookings.

**Panceltic**

* President is main point of contact for Panceltic meetings but Secretary also involved in liaising with Welsh & Irish associations.
* Organise printing of programmes & delegate packs
* Transport for delegates
* Organise social events for afternoon sessions

**ESCMID/ ECCMID**

* SMA is an affiliated society of ESCMID and is invited to ECCMID each year to present a poster on the SMA in the affiliated society corner of the conference, attend the members meetings and a meeting of affiliated societies. The President usually attends on the SMA’s behalf and is the point of contact for ESCMID.
* Update ESCMID with current President’s details when there is a change of office.

**FIS/HIS**

* SMA chairs a session at the FIS conference the President makes contact with the FIS committee. SMA usually chairs and sponsors one or two speakers for the session.

**PHE SMI**

* Point of contact for communication from SMI UK. Forward any important announcements to website administrator to add to SMA website.

**SMA bursary awards**

* Maintain the spreadsheet of bursary applications & awards
* Forward all applications to council for consideration/ scoring (closing date for applications is 30th September & awards announced at Autumn AGM)