

## **The Role of the Honorary Education Officer**

1. Represent UK at International level by taking an active role on the education committee of WCET.
2. Circulate all communication regarding education to ASCN UK members.
3. Liaise with educational establishments within UK regarding stoma care courses.
4. Responsible for leading and formulating in the organisation of the programme content incorporated into the UK annual national conference.
5. Prepare an Annual Report to be presented at the Annual General Meeting.
6. Liaise with nursing press both nationally and internationally regarding the publication of relevant written material.
7. Act as proof reader for specific journals, and/or delegate as appropriate to suitable ASCN UK members.
8. Assist the other Honorary Officers in organising the Annual Conference:
  - Collaboratively compiling suitable programme
  - Liaison with speakers.
9. Responsible for resourcing relevant articles for BJN/GIN stoma care supplement.
10. Provide encouragement support and direction to potential authors/presenters.
11. Contribute to pre-election meeting with applicants for in committee positions.
12. Chairperson must be informed in advance of unavailability (eg holidays).
13. Promptly respond to e-mails, CC in all committee
14. All matters discussed within committee are confidential.

