

The Role of the Governance and Communications Officer

1. Manage the Governance of the Association in accordance with all statutory and regulatory requirements
2. Lead the development and maintenance of effective processes to ensure fair and equitable management of the Association
3. Lead the development and maintenance of effective processes to ensure fair and equitable management of the Annual Conference
4. Oversee the Governance of the ASCN UK closed Facebook page and other social media platforms as appropriate, ensuring it is a safe space for the members and adherence of all regulations.
5. Coordinate and collaborate with other committee members to keep all Association policies and procedures up to date
6. Manage an Association risk register and ensure submissions are collated and reported at Committee meetings
7. Build and maintain strong relationships with outside organisations as a representative of the Association ensuring ASCN UK has a voice in all relevant arenas
8. Coordinate and oversee ASCN UK collaborative workings with PIPS, industry/commercial partners/BHTA and any other partners
9. Prepare an Annual Report to be presented at the Annual General Meeting
10. Support all aspects of ASCN UK in the running of the Association, attending meetings wherever possible and responding to emails in a timely manner.
11. Ensure that all decisions are made in alignment with the current ASCN UK Constitution