

## PHCSG Committee Member Posts with Responsibilities

### Chair Current postholder: Dr John Robinson Elected 2015

#### Responsibilities

Overall responsibility for the running of the Group. Chairing the AGM and Committee meetings, including approving the agendas and signing off the minutes. Representing the PHCSG on GPC/RCGP JGPITC meetings, BCS Health Exec meetings and others as required. Organising the AGM Conference, in conjunction with a volunteer committee, to include the Treasurer. Liaising with BCS on all Specialist Group matters.

### Vice Chair Current postholder: Rob Morrow Elected 2015

#### Responsibilities

Deputising for Chair at JGPITC Meetings and at BCS Health Exec meetings. Chairing committee meetings in absence of Chair. Assisting with Exec decisions. Chasing up Action Points from Committee Meetings.

### Secretary Current postholder Dr Beverley Ellis Elected 2014

#### Responsibilities:

Organising AGM elections. Getting agreement on Committee meeting dates, drawing up and circulating agendas, booking Committee meeting rooms, conference call facility and arranging refreshments direct with BCS HQ staff Southampton Street, taking and producing minutes at PHCSG Committee meetings, circulating minutes and other documents. Advice to committee on constitutional matters. Acting as first point of contact with BCS HQ admin staff on secretarial matters.

### Treasurer Current postholder Dr Nilesh Jain Elected 2014

#### Responsibilities:

Drawing up budget, submitting for approval to committee and then BCS Membership Board. Production of financial reports for committee meetings. Advice on all financial matters affecting the Group. Receiving, approving and forwarding travel expenses claims to BCS.

### Specialist Interest Groups Overall Manager current postholder Ian Herbert Elected 2015

#### Responsibilities:

Deciding on topics and venues. Inviting Speakers. Putting out the call. Chairing the CLICSIGs. Working with the Organiser. Appointing Organiser/scribes.

Specialist Interest Groups Organiser Current postholder Grizelda Moules and scribe current postholder Dr Mary Hawking, if in attendance NB Posts held in addition to main Committee Role (can be specific to each event, but the event must not run without one). Will qualify for some financial assistance with expenses.

Responsibilities:

Liaising with hotels, attending and dealing with queries, taking notes at the event, producing notes within one week of the end of the CLICSIG. Responsibility with the Overall Manager for getting them published on the website, or included in relevant documentation if produced as a PHCSG response, within one month of the event.

#### **AGM Conference Secretary Current postholder Grizelda Moules Elected 2015**

Responsibilities

Organising conference calls, inviting speakers in conjunction with other committee members, emailing them instructions, obtaining biographies for session chairs, looking after them on the day. Packing conference bags. Distributing and collating feedback forms. Taking minutes at the AGM and forwarding to PHCSG Secretary. Liaising with BCS Administration over conference arrangements. Organising admin tasks related to the AGM not covered by the BCS Admin team. (Eg requests from delegates for event slides)

#### **National Issues/Policy Current postholder Dr Mary Hawking Elected 2015**

#### **Publicity Officer Current postholder Dr Robert Treharne-Jones Elected 2015**

Responsibilities

Dealing with all Press enquiries, putting out publicity shots to the press, raising the profile of PHCSG.

#### **Website Manager (Current postholders Rob Morrow/Dr Mary Hawking) NB Posts held in addition to main Committee Role**

Responsibilities

Website development and maintenance, including handling events pages, ensuring working link to BCS site for event booking and also for membership registration.

Maintenance and updating of the PHCSG website, including the transfer to BCS server when committee agrees. Sorting out technical issues with BCS administration, such as may arise over booking arrangements.

#### **Social Media Manager current postholder Dr Marcus Baw**

Responsibilities

Keeping up the profile of the PHCSG on all forms of social media. Putting across the PHCSG view on current and proposed legislation affecting primary care health informatics. Publicising conferences and CLICSIGs.

**Events (two postholders) including Health Care Computing (HC) conference (possibly other events) Current postholders Roz Foad and Paul Singer Elected 2015**

Overall responsibility for getting PHCSG session organised at HC and for 1-2 other events during the year, workshop type of sessions to encourage membership.

Appointing an HC committee for the year, liaising with BCS HC Conference Organiser, inviting speakers and looking after them, monitoring bookings, working with BCS Administration in running the stream.

**Discussion List/special email list Manager Current postholder Dr Julia Hipplesley-Cox Elected 2015**

Responsibilities

Responsibility for maintaining and moderating the Discuss list server.

Responsibility for maintaining the Exec, SIG and Committee email lists in conjunction with BCS admin.

BCS will be given access by Ewan to add and remove members as they join or cease to be members. They will also remove from the List the names of those who request to have their names taken off it.

**Membership Manager Current postholder Maggie Lay Elected 2015**

Responsible for welcoming new members and promoting membership.

**Education/training lead (Proposed new role)**