The Midland Ophthalmological Society

Council

President: Miss Geetha Thurairajan

Ex Officio President: Miss Helen Palmer

Secretary: Miss J Edwards

Secretary: Mr Tarun Sharma

Treasurer: Miss Vaneeta Sood

www.midophth.com

Est 1911

Secretariat

Medical Education Dept

University Hospital Coventry and Warwickshire NHS Trust
Clifford Bridge Road, Coventry, CV2 2DX

e-mail: becomemosmember@gmail.com

14th June 2020

Vacancy

The Council of the Midland Ophthalmological Society requires a Personal Assistant/ Secretary to take on the Secretariat role

Responsibilities to include:

Maintenance of the records and archives of the Society in line with GDPR, physical and electronic.
Preparation and distribution of agenda for all committee meetings held by the Council.
Attend all committee meetings and thereafter write minutes and work through subsequent tasks.
Assist Council with letter writing/ programme writing/ updating forms/ other documentation as needed.
Organise educational meeting registrations using Eventbrite.
Organise venues for educational meetings.
Organise event liability insurance as needed.
Prepare name labels/ registration lists/ sponsor lists for educational meetings and assist with running of the meetings on the day.
E-mail members on Society matters using Mailchimp.
Keep website up to date.
Receive MOS mail/ email and process accordingly.
Administration of Go Cardless payment system for members, including keeping members' spreadsheet and Eventbrite and Mailchimp mailing lists up to date.
Administration of meeting Sponsors, including informing of upcoming meetings/ invoicing/ keeping spreadsheet up to date.
Answer queries from members, non-members, speakers, sponsors etc. as they arise.
Make payments to venues/ junior award winners/ speakers for expenses/ Council for expenses etc.
Liaise with companies to advertise MOS meetings e.g. Eye News.
Annual Junior award administration - prepare scoresheets, prepare abstract list and judges list, prepare prize envelopes for the day.
Organise gifts as needed - e.g.to retiring Council members.
Assist in organisation of MOS Annual Dinner.
Administration and moderation of jiscmail MOS forum.

Location: remote working, with attendance at local Council meetings and regional Educational meetings

Hours : envisaged to be approximately 100+ hours a year

Application deadline: 5pm on 30th June 2020

Hourly rate: to be negotiated dependant on experience; to be invoiced monthly

Application process: e-mail President gthurai@hotmail.com if interested with CV/ covering letter