



## ROLE DESCRIPTION

### Role title

**BDSA Secretary (Sports Day Organiser)**

### Report to

BDSA President and BDA Student Committee Chair

### Objectives of the role

The BDSA Secretary has several responsibilities:

1. Sit on the BDSA Executive Committee
2. Sit on the Executive of the BDA Student Committee
3. Arrange BDSA Annual Conference.

The BDSA and BDA are separate organisations, however as a dual member of the BDSA and BDA Executive Committee, you have two roles: first to arrange the BDSA Sports Day and secondly to sit on the BDA Student Committee Executive Board and carry out political work.

### Main duties and responsibilities

- **Meeting attendance**  
Attend BDSA (morning) and BDA Student Committee (afternoon) meetings twice a year in London.
- **Attend the British Dental Conference and Dentistry Show**  
All members of the BDSA Executive Committee attend this event to meet with the BDA Chief Executive, BDA Chair of Board (PEC) and BDA President to discuss dental students' issues and needs. The meeting is usually held on the Saturday over lunch. Travel expenses are covered by the BDSA. [bda.org/conference](http://bda.org/conference)
- **Social media**  
Set up a website, email address and social media pages for BDSA Sports Day, so students are up to date with the registration opening dates, locations and schedules.

Responding to emails is important as students have questions about the weekend including tickets, waiting lists and selling their ticket on.

- **Committee**

Put together a dedicated committee who will each have a role in organising the weekend. Roles can include: social media rep, treasurer, night out venue planner, sponsorship officer. Sponsors are important in funding activities that take place over the weekend and also allow dental companies to get more exposure with UK dental students. Ensure that your committee is meeting regularly so that everyone is kept up to date with planning.

- **Venues**

Sourcing venues that will accommodate for the huge number of students (1200-1300) who attend the BDSA Sports Day. This includes hotels and hostels across the city, club venues and the Sports Day venue. Ensure there are enough pitches for the games played and an area large enough to hold the Trade Fair and serve food. Confirm with the sports venue whether you will be able to use/rent their equipment or if you'll need to buy your own.

- **Behaviour policy**

Enforcing a strict behaviour policy and ensure that students read the behaviour policy before registering for Sports Day. Liaising with the BDSA President to send out a behaviour policy to all those attending prior to Sports Day. Discuss with the hotels and hostels prior to the weekend the nature of the event. Arrange security for the hotels and inform them of the external security that will be provided to reduce disruption and ensure safety of students.

- **Insurance**

Ensure that public liability insurance is in place to cover the event.

- **BDA student member discount**

Arrange a BDA member discount that is equivalent to 50% of BDA student membership fees. For example, if BDA student membership costs £29, arrange a £14.50 discount on BDSA Sports Day tickets for BDA Student Members. Promote the BDA student member discount, plus work with the BDA Student Marketing Manager to obtain data to check student's membership status.

- **BDSA Reps**

Liaise efficiently with the other members of the BDSA Executive Committee and BDSA Reps from the other UK dental schools, to allow for smooth running event.

- **Event follow up**

Write an event summary article for BDJ Student magazine.

- **Create online profile for the BDSA webpage**

Write a 200-word profile and provide a headshot picture for the BDSA webpages: [bda.org/bdsa](http://bda.org/bdsa)

- **Handover**

At the end of your term, arrange a handover phone call with the incoming BDSA Secretary. Ensure that all event documents: budgets, sponsor contact lists etc are saved in the BDSA Dropbox.

- **The BDSA Secretary also has the following responsibilities:**
  - Act as a BDA and BDSA school contact
  - Canvas opinions on matters discussed at BDA Student Committee and BDSA meetings
  - Publicise BDA and BDSA events
  - Approach the BDSA President or BDA about matters of student concern
  - Promote BDA membership.

## PERSON SPECIFICATION

### The following skills and attributes are desirable

- Experience of organising social events.
- Excellent personal organisation skills, including the ability to prioritise, plan, work to tight deadlines and manage a range of complex administrative demands.
- Excellent interpersonal, written and verbal communication skills. Confidence in ability to interact with people at all levels.
- Demonstrable experience of working as part of an effective team.
- Commitment to a high level of customer service.
- Be passionate about the BDA and BDSA and ensure Dental Students in the UK are represented on a political level.

## SELECTION PROCESS

- The BDSA Secretary is voted in at the Annual General Meeting which takes place at the BDSA Annual Conference (spring).
- Any student from any dental school can put themselves forward for the role of BDSA Secretary. It is not necessary for them to have been a BDA Student rep beforehand.

**March 2019**