



## ROLE DESCRIPTION

### Role title

**BDSA Treasurer & Secretary**

### Report to

BDSA President and BDA Student Committee Chair

### Objectives of the role

The is a joint role where the BDSA Treasurer & Secretary has several responsibilities:

1. Sit on the BDSA Executive Committee
2. Sit on the Executive of the BDA Student Committee
3. Manage the finances for the BDSA. This includes providing loans and managing Douglas Jackson Grant applications, plus keeping records of all financial transactions.
4. Manage meeting administration. This includes recording meeting attendance and minutes of BDSA Student Committee and BDSA Executive Committee meetings.

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 manage the finances for the BDSA and meeting administration, and secondly to sit on the BDA Student Committee Executive Board and carry out political work.

### Main duties and responsibilities

- **Meeting attendance, record & distribution of meeting minutes.**  
Attend BDSA (morning) and BDA Student Committee (afternoon) meetings twice a year in London.
  - Responsible for confirming meeting agendas with the BDSA Executive Committee and circulation to committee members prior to meetings.
  - Record minutes of BDSA meetings and circulate to BDSA Committee/BDA Student Reps.
  - Record minutes of BDSA Executive Committee meetings and timely circulation.

- **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)
- **Manage loans for the BDSA Sports Weekend and BDSA Conference**  
 Discuss and decide how much to loan to each organising university on their application and demands of the specific sports day/conference. The budget and any profit should be monitored and accounted for.
- **Agree an interest rate of the loans for BDSA sports day and BDSA conference**  
 Each loan given needs to have an interest rate set and agreed upon by the organiser. This is a primary source of income for the BDSA. Any money left over after the Conference/Sports Weekend should also be given to the BDSA. Any profit must be accounted for whether given to the BDSA or a charity.
- **Manage and discuss with BDSA Executive Committee all Douglas Jackson Grant applications and arrange payment if approved**  
 Any applications for the Douglas Jackson Grant should be considered and discussed with the other BDSA Executive committee members. Ultimately this decision depends on the number of students it will involve/benefit, any conflict with BDSA events and finally the current state of the BDSA account.
- **Liaise and help the BDSA Executive team and organisers, as well as BDA staff**  
 Attend all BDSA/BDA Student Committee meetings as BDA, London.  
 Respond promptly and professionally to all BDA and BDSA emails.  
 Reimbursement of travel for BDA reps and any meals agreed upon.
- **Update records for BDSA accounts**  
 Maintain the financial spreadsheet of the BDSA bank account, including online banking arrangements.  
 Make any payments necessary to the bank.
- **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 Treasurer & Secretary. Ensure that all event documents: budgets, sponsor contact lists etc are saved in the BDSA Google Drive.
- **The BDSA Treasurer & 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 in a role handling financial accounts or a role with a similar responsibility.
- Excellent personal organisation skills, including the ability to prioritise, plan, work to tight deadlines and manage a range of complex administrative demands, and work well with others to ensure transactions/reimbursements are organised promptly and correctly,
- 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 UK dental students are represented on a political level.

# SELECTION PROCESS

- The BDSA Treasurer & Secretary is voted in at the Annual General Meeting which takes place at the BDSA Annual Conference.
- To run for the position of BDSA Treasurer & Secretary, the student must have previously been a BDA Student Representative. The student must have also attended two or more BDSA/BDA Student Committee meetings.
- After election, the bank account needs to be signed over to the new BDSA Treasurer & Secretary. This process is to be organised and initiated by the old and new Treasurer & Secretary at a handover meeting. This handover process may take up to 3-6 weeks.

**May 2020**