

## FSRH Events Committee – Vice Chair role description

Title	Events Committee Vice Chair
Reporting to	Events Committee Chair
Accountable to	Vice President, Membership
About the FSRH's Events Committee	<p>The Events Committee is a committee of the Faculty of Sexual and Reproductive Healthcare (FSRH). It provides strategic oversight for FSRH organised events to ensure they deliver quality educational content for members/delegates. The FSRH also seeks to raise income from its events, which can be reinvested in member services.</p> <p>The Events Committee reports into FSRH's Council.</p>
Overview	<p>The Committee Vice Chair supports the Chair in organising the work of the Events Committee. Being part of the committee can support broadening your knowledge of SRH and widen your network of contacts. You will be able to see the direct impact of your work through the delivery of the events programme. It is can also be a good personal CPD opportunity.</p> <p>It is an exciting time for the Events Committee as we lead the move to online delivery for events and developing a long-term events strategy aligned to the FSRH 2020-25 strategic plan.</p> <p>The Events Committee Vice Chair has the opportunity to:</p> <ul style="list-style-type: none"> <li>▶ Feed into the FSRH's Events Strategy to ensure our programme meets members/delegates current and future needs.</li> <li>▶ Lead the creation of the FSRH events programmes, with support from the FSRH events team and external events company.</li> <li>▶ Support the delivery of our main Annual Conference (and Hot Topic Events) on the day this could be chairing sessions, moderating chat/Q&amp;A online, or other activities.</li> <li>▶ Work closely with leading experts in SRH.</li> </ul>

<p>Role and responsibilities</p>	<ul style="list-style-type: none"> <li>▶ To attend committee meetings each year on the following dates and times during 2022: <ul style="list-style-type: none"> <li>▶ Friday 8 April, 9:00 - 12:00</li> <li>▶ Friday 2 September, 9:00 - 12:00</li> <li>▶ Friday 2 December, 9:00 - 12:00</li> </ul> </li> </ul> <p>Nb. Remote attendance access will be available</p> <ul style="list-style-type: none"> <li>▶ To actively contribute to the work of the Events Committee between meetings.</li> <li>▶ Attend some FSRH events, potentially chairing/presenting.</li> <li>▶ Review applications for conference bursary places.</li> <li>▶ Judge poster and oral competition entries.</li> </ul>
<p>Terms of role</p>	<ul style="list-style-type: none"> <li>▶ Three-year tenure, renewable for a second three-year tenure at the discretion of the Vice President, Membership.</li> <li>▶ Chair Events Committee meetings when the Chair is unavailable.</li> <li>▶ To represent the FSRH and its charitable aims.</li> <li>▶ To work with others in the committee to ensure the development and delivery of the work plan.</li> <li>▶ To read documents in advance of meetings to enable effective use of time.</li> <li>▶ To comply with FSRH’s data protection policies.</li> <li>▶ This role is voluntary.</li> </ul>
<p>Eligibility – criteria</p>	<ul style="list-style-type: none"> <li>▶ FSRH member of any category.</li> </ul>
<p>Skills and experience required</p>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>▶ Demonstrable leadership skills.</li> <li>▶ An interest in identifying potential topics and speakers for events from previous delegate feedback, from personal experience and/or looking online.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Excellent organisational skills.</li> <li>▶ An interest in keeping up to date with the latest SRH developments.</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>▶ Experience of presenting/chairing events.</li> <li>▶ Previous experience of committee work or working groups.</li> <li>▶ Awareness of FSRH roles and structure.</li> </ul>
<p>FSRH support/working together</p>	<p>The post holder will work closely with the Events Committee chair and other committee members, as well as the FSRH Events team and an external events company.</p> <p>The committee is serviced by a co-ordinator (staff member) who will assist with the ongoing workload of the committee in general, and who will liaise with members of the committee regarding their responsibilities.</p> <p>Travel and subsistence expenses incurred on official duties is reimbursed according to the FSRH policy in effect at the time.</p>
<p>To apply</p>	<p>Please see the accompanying Committee Terms of Reference.</p> <p>Please apply by completing the online form by <b>17:00 on Friday 25 March 2022</b>. We will feedback to applicants in April and successful applicants will be asked to attend their first meeting on Friday 8<sup>th</sup> April 2022.</p>