

## **BSP Early Career Group Committee Requirements, Roles and Responsibilities**

**The following descriptions are a guide and are not exhaustive. There may be scope to develop the roles. Those in post are encouraged to contribute ideas and thoughts that would be beneficial to members of the BSP at the early stages of their careers. All applicants must be members of the BSP.**

### **Secretary**

The Secretary is responsible for all business of the ECG including keeping minutes of all meetings, pen correspondences on behalf of the ECG committee, and report on the work of the ECG at the AGM. The Secretary will also invite nominations from ECG for vacant positions on the ECG council.

Election to secretary will lead to a 4-year term on the ECG committee. A ladder system operates by which the secretary sequentially becomes Vice-Chairperson, Chairperson and ultimately Immediate Past-Chairperson (serving 1 year in each post).

**It is a requirement for the successful applicant to have completed specialist training by the time they take up post as Chairperson.**

### **Trainee Representatives; 3 posts available (Mono-specialty, Academic, NHS)**

The various trainee representative posts have similar roles and responsibilities but are tailored to particular groups of trainees.

The representatives will be responsible for updating the list of the trainees within the groups they represent and providing this list to the ECG Secretary on a yearly basis. They will raise awareness of the ECG and BSP within their trainee groups and encourage membership of the BSP.

They should provide ideas for courses/events which would be of interest to their representative group or the ECG in general and liaise with the ECG Social Media Representative (or BSP webmaster) to disseminate information on these events.

They will collectively generate and maintain a database of classic and contemporary papers relevant to trainees in Periodontology.

**The Mono-specialty Representative must be on a mono-specialty training programme.**

**The Academic Representative should be undertaking an academic PhD programme.**

**The NHS Representative should be undertaking an NHS training programme.**

**Dental Hygiene and Therapy Representative**

This representative will be responsible for linking the ECG to the BSDHT and BADT, to raise awareness of the ECG and BSP within their profession as well as encourage membership of the BSP.

They should provide ideas of courses/events which would be of interest to their representative group or the ECG in general and liaise with the ECG Social Media Representative (or BSP webmaster) to disseminate information on these events.

**Social Media Officer**

The Social Media Officer will be responsible for maintaining activity and updating the group's news on the BSP social media platforms. He/she will also work with the BSP Webmaster to ensure suitable and relevant content is available on the BSP website to ECG members and potential members.