



Executive Positions, Roles and Responsibilities

Committees / Groups BPNG are represented on include:

BAPEN Council
BAPEN Education Committee
BAPEN (Conference) Programmes Committee
BAPEN Research Committee
BAPEN Faculty
National HPN Clinical advice and Management Group
Commercial Medicines Unit Home Parenteral Nutrition Stakeholders Group
IF Registry
UKCPA

Although some of these roles are linked to the specific BPNG Exec role (e.g. BPNG Chair sits on BAPEN Council), others are dependent on the individual Officer's expertise.

Roles and Responsibilities of Specific Executive Committee Members are detailed below:

| Post | Roles |
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| Chair - with casting vote | <ul style="list-style-type: none">To head the group and provide leadership and steering as the group grows and developsTo represent the group within other organisations e.g. BAPEN CouncilTo Chair meetings and symposia of the groupTo uphold the reputation of the group <p><u>Tasks:</u></p> <ul style="list-style-type: none">To chair all Annual General, Executive and Steering Group meetingsTo communicate regularly with other Exec. members to ensure good communication and monitor progress of workTo work with the Vice-Chair on BAPEN council to ensure BPNG views are clearly expressed and interests of BPNG members servedTo review the constitution where necessary in response to changes/developments within the group. To table proposed changes to the Exec. and at the Annual General MeetingTo uphold the good reputation of the group and become involved when members may bring the group into disreputeTo liaise with the Hon. Treasurer to ensure solvency of the groupTo represent the views and opinions of the group, where necessary, to all external bodiesTo receive regular feedback from the various BPNG representatives and committeesTo support and be involved in BPNG research projects |

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| | <ul style="list-style-type: none"> • To promote membership of the group at all opportunities. |
| Vice Chair | <ul style="list-style-type: none"> • To support the Chair in leading the group • To represent the group within other organisations e.g. BAPEN • To deputise in the absence of the Chair at meetings and symposia of the group • To maintain the membership database <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • To deputise for the Chair in their absence • To communicate regularly with other Exec. Members • To work on BAPEN council with the Chair to ensure BPNG views are clearly expressed and interests on BPNG members served • To maintain accurately the BPNG membership database and keep the BAPEN office informed of changes in membership • To coordinate and lead on the agenda and planning of the Steering Group and meetings, liaising with the Secretary, and with input from the Chair and other officers as appropriate • To liaise with the Hon. Treasurer over subscription rates and paying subscriptions into the BPNG bank account • To issue letters of receipt of membership and annual certificates of membership • To promote membership of the group at all opportunities and work with the publicity group in this task • To support the Chair in any other duties necessary for the smooth running of the group • To represent the views and opinions of the group where necessary and uphold the good reputation of the group |
| Secretary | <ul style="list-style-type: none"> • To prepare and keep the minutes and official records of the BPNG • To consider, interpret and report on all matters concerning the constitution with the Chair • To convene and issue due notice for all Executive and Steering Group meetings, the Annual General Meeting and any Special General Meetings • To deal with any general correspondence as required <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • To agree and prepare notices and agendas for all Annual General, Executive, Steering Group and Special Meetings • Arrange and book venues for all such meetings, liaising with the Treasurer on the settlement of accounts etc. • Assist the Chair in the conduct of all Annual General, Executive, Steering Group and Special Meetings, providing advice on the constitution and procedures • Notes the statement of quorum for meetings where this is required and where possible informs the Chair in advance if any meeting is likely to be non-quorate, so a decision whether to proceed or not can be made • Keep the minutes and records of all Annual General, Executive, Steering Group and Special Meetings • Issue in writing due notice and the agenda for the Annual General Meeting and the minutes of the previous AGM, and also for any Special Meetings in accordance with the constitution • Seek and receive all nominations for the election of BPNG Executive Officers, in accordance with the requirements of the constitution • Together with the Chair, ensure the constitution and rules of the group |

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| | <p>are maintained and developed</p> <ul style="list-style-type: none"> • Maintain the BPNG archives, liaising with the Coordinating Officer Communications |
| Treasurer | <ul style="list-style-type: none"> • To prepare and keep the accounts and financial records of the BPNG • To consider, interpret and report on all matters concerning the finances of the group • To prepare the accounts for audit and an annual report to the AGM of the group. <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • To keep the accounts of the British Pharmaceutical Nutrition Group in good order and up-to-date at all times • Establish, maintain and monitor bank accounts or equivalent • To bank all moneys received promptly e.g. Membership fees, conference income, sponsorship funds etc. • To assist the Vice-Chair in maintaining the membership register, and the status of members with respect to fees paid • To pursue any outstanding debts within 3 months of the debt occurring • To pay out any moneys against appropriate records (e.g.. Invoices, expenses claims) within 3 months of the request being submitted • To submit the accounts for independent audit prior to presentation of the accounts at the AGM. The auditors report is to be added to the AGM financial report |
| Education Lead Officer | <ul style="list-style-type: none"> • To ensure the educational content of meetings etc. is of a suitable standard • To supervise the organisation of educational study days with the education sub committee • To represent the BPNG on the BAPEN Education Sub-committee. <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • To work with the Executive to identify areas where education of members is necessary/beneficial • To provide the Communications Officer with dates and details of events, educational articles and summaries of events to be put onto the website (this can be delegated to a nominated person) • With support from the executive, organise the programme content and venue for the annual symposium • Communicate with symposium speakers to ensure arrangements are made for them and an agreement is reached on the BPNG's liability for expenses incurred • To represent the BPNG on the BAPEN Educational Sub-Committee, and report back to the BPNG Executive Committee • To liaise with the Hon. Treasurer over fees for symposia and running of the conference bank account. |
| Professional development – Adults | <ul style="list-style-type: none"> • To participate in the full activities of the Executive Committee • To become an active member of at least one of the active sub-committees of the group • To represent the BPNG on one BAPEN sub-committee, especially any relating to the care of adult patients. <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • By participating in the full activities of the BPNG Executive Committee, build an understanding on how the group functions, so as to undertake another executive role after a subsequent election • Be an active member of one of the BPNG sub-committees, in all areas |

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| | <p>relating to adult patients, providing support to the Officer of the sub-committee</p> <ul style="list-style-type: none"> • To represent the views of the BPNG Executive Committee on one of the BAPEN sub-committees, especially any dealing with adult patients, and give regular reports to the Executive Committee • To input into the content of Feeding Times / Newsletter / other publications to members by liaising with the Coordinating Officer Communications • To promote membership of the BPNG |
| Professional development – Paediatrics | <ul style="list-style-type: none"> • To participate in the full activities of the Executive Committee • To become an active member of at least one of the active sub-committees of the group • To represent the BPNG on one BAPEN sub-committee <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • By participating in the full activities of the BPNG Executive Committee, build an understanding on how the group functions, so as to undertake another executive role after a subsequent election • Be an active member of one of the BPNG sub-committees in all areas dealing with paediatric patients , providing support to the Officer of the sub-committee • To represent the views of the BPNG Executive Committee on one of the BAPEN sub-committees, especially any dealing with paediatric PN, and give regular reports to the Executive Committee • To input into the content of Feeding Times / Newsletter / other publications to members by liaising with the Coordinating Officer Communications • To promote membership of the BPNG |
| Communications Lead Officer | <ul style="list-style-type: none"> • To lead on the communications from BPNG • To lead on producing 3 Feeding Times newsletters per year • To update the BPNG website with appropriate material as requested by the BPNG executive • To coordinate setting up webinars using the virtual platform, registrations etc. • To send out renewal notifications and annually update the membership renewal forms, supporting the Vice-Chair with the management of BPNG membership, and associated communications • To lead the Communications sub-committee to: <ul style="list-style-type: none"> ○ produce 3 Feeding Times newsletters per year ○ plan and schedule Social media outputs • Liaise with Education Officer to ensure appropriate promotion and logistics for education events • Curate the BPNG YouTube channel • To lead on any documents requiring printing and proof reading |
| Research and Development Officer | <ul style="list-style-type: none"> • To look at research and science opportunities for the BPNG • To ensure that opportunities for members to present research are available in BPNG courses • Roles and responsibilities to be further defined during 2022-23 by a sub-group of BPNG Officers and members who are active / interested in research |
| Education Support Officer <i>plus Education</i> | <ul style="list-style-type: none"> • To support the Education Officer with organising and delivering BPNG education events as required • To stand in for other exec members on BAPEN committees |

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| Administration Officer <i>(2 posts)</i> | <ul style="list-style-type: none"> • To help with registration of course attendees |
| Communications Support Officer <i>plus</i> Communications Administration Officer <i>(2 posts)</i> | <ul style="list-style-type: none"> • To support the Communications Officer with newsletters, website material and membership correspondence • To stand in for other exec members on BAPEN committees • To help with registration of course attendees |
| Co-opted member(s) (Maximum 3) | <ul style="list-style-type: none"> • To assist other executive officers with roles required as identified by Exec • To stand in for other exec members on BAPEN committees • To help with registration of course attendees |