



Role Specification for President

The President has overall responsibility for the running of the Executive and Council of ACPGBI. They in turn formulate changes in strategy and policy with respect to the Association under leadership of the President. The President represents the ACPGBI at external meetings with the Royal College of Surgeons, The Association of Surgeons and other external bodies.

The President will liaise regularly with the Secretary for advice, admin support and with the Treasurer for advice on financial matters and planning for the national meeting.

The responsibilities of the President are to respond in a timely fashion to external and internal problems and changes with clear direction and an understanding of the charitable status and aims of the ACPGBI.

This requires:

- Regular liaison with the Association office staff either by telephone or in person as well as by e mail.

- Prompt discussion and replies to external bodies requesting information or advice.

- Flexibility to go to meetings with external bodies at short notice to represent the ACPGBI's views.

- Setting up dates for regular internal meetings including the Executive and Council meetings.
- Also supporting the other Executive members with their committee meetings when necessary and to aid corporate decisions.

- Supporting the President-in-waiting and President Elect and delegate tasks which will run over their time as President to ensure continuity of decisions within ACPGBI.

- Choosing the venue for annual meeting. Presiding over the programme and decisions regarding finance and programme. Deciding on guest lectures and the structure of the programme.