

ENCLOSED:

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COUNCIL MEMBER JOB DESCRIPTION

COUNCIL MEMBERS OF THE BRITISH PAIN SOCIETY ARE EXPECTED TO:

- Act as director of the Limited Company and Trustee of the Charity with appropriate legal responsibilities
- Attend an induction course on responsibilities of a Trustee
- Attend meetings of Council virtually and at the offices of the British Pain Society in London and at the ASM; normally five times a year (usually from 10.00-16.00, with a shorter meeting virtually and at the ASM)
- Attend the Society's Annual Scientific Meeting (3 day event held in the UK and/or virtually)
- Be responsible for the decision making involved in the day-to-day management of the Society
- Comment on documents being produced by National bodies, e.g. DoH, HTS, Royal Colleges, and NICE
- Specific tasks; e.g. liaison with NICE, as agreed with the President
- Answer questions raised by members of the public, members of parliament, the press and television, and to attend various meetings
- Discuss and approve British Pain Society publications
- Have regular access to e-mail and contribute to the debate, discussion and comment pertaining to the day-to-day business of the Council and the Society, as well as helping to formulate the strategic development of the Society in accordance with the Articles and Memorandum of Association
- Serve on at least one of the sub-committees of Council and one of the Society Special Interest Groups
- Take part in Secretariat appraisals, interviews and other personnel proceedings, that may arise from time to time
- Sign a declaration form to state that you are not disqualified from being a Trustee or Director
- Provide proof of identity and residence to comply with current money-laundering legislation
- Declare any conflicts of interest and any other significant appointments
- Share responsibility for the budget of the Society
- Approve the annual report and accounts of the Society
- Comply with the legal responsibility to ensure that statutory documents are delivered to the Registrar of Companies House as and when required by the Companies Act
- Comply with responsibilities of an employer under Health and Safety legislation

You are advised to read the publication "The Essential Trustee; what you need to know" produced by the Charities Commission (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>) and the Directors and Secretaries Guide - GBA1 produced by Companies House (http://www.sedigroup.com/uploads/Docs_centre/UK-Directors-and-Secretary-duties.pdf)

Dates of Council meetings 2022 tbc. Held quarterly, typically in January, June, September and December.

LIST OF OFFICERS AND COUNCIL MEMBERS September 2020 – December 2021

Name	Position	Period of office
OFFICERS		
Dr Arun Bhaskar	President	2019 - 2023
<i>Consultant in Anaesthesia & Pain Management, Imperial College Healthcare NHS Trust</i>		
Prof Roger Knaggs	Vice President	2019 - 2022
<i>Associate Professor in Clinical Pharmacy Practice, University of Nottingham, and Advanced Pharmacy Practitioner - Anaesthesia & Pain Management, Nottingham University Hospitals NHS Trust</i>		
Dr Ayman Eissa	Honorary Secretary	2019 – 2023
Dr Ashish Gulve	Honorary Treasurer	2020 – 2024
	Interim Honorary Treasurer	2019 – 2020
<i>Consultant in Pain Management, South Tees Hospitals NHS Trust</i>		
ELECTED COUNCIL MEMBERS		
Dr Peter Brook	Council member	2018-2021
<i>Consultant in Anaesthesia and Pain Management, United Bristol Healthcare NHS Trust</i>		
Mr Martin Hey	Council member	2019-2023
<i>Consultant Physiotherapist in Pain Management, Mid Yorkshire Hospitals NHS Trust</i>		
Dr Neil Collighan	Council member	2018-2022
<i>Consultant in Pain Medicine, East Kent Hospitals NHS Trust</i>		
Dr Ramanarayanan Krishnamoorthy	Council member	2018-2022
<i>Consultant in Anaesthesia and Chronic Pain Management, Wigan and Leigh NHS Foundation Trust</i>		
Dr Sarah Love-Jones	Council member	2018-2022 (2nd term)
<i>Consultant in Pain Medicine & Anaesthesia, North Bristol NHS Trust</i>		
Ms Celia Manson	Council Member	2020-2024
<i>Registered Nurse - adult</i>		
Dr David Pang	Council member	2018-2022
<i>Consultant in Pain Management, Guy's and St Thomas' NHS Foundation Trust</i>		
Dr Amelia Swift	Council member	2019-2023
<i>NMAHPS Clinical Academic Lead, University Hospital Birmingham NHS Foundation Trust Senior Lecturer, University of Birmingham</i>		