



THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS

UROLINK EXECUTIVE COMMITTEE SECRETARY

ROLE DESCRIPTION

(January 2025)

Urolink is administered by its own Executive Committee which is appointed from within the membership dependent upon their commitment to working in resource poor areas of the world. The Officers of the Executive Committee are the Chairman and Secretary.

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Main responsibilities:

1. To work closely with the Urolink Chair

- To co-ordinate, and enact, the strategic aims of Urolink within its guiding ethos.
- To ensure, together with the BAUS executive assistant, that Executive committee agendas, notes and financial data are circulated ahead of executive meetings.
- To answer queries and communication outwith of BAUS regarding Urolink's activities and funding streams, to help provide guidance, with colleagues, about what Urolink can do to help potential international partners.
- To help in scoping, and determining the viability, of potential partnerships abroad.
- To work on behalf of the executive committee, and with the chair, regarding the transmission of funding decisions to applicants.
- To draft and provide strategic documentation pertinent to the safe, and effective, working outside the UK in line with the GMCs Good Medical Practice.
- To act as webmaster to provide a comprehensive, up to date, website outlining all Urolink's policies and activities, and to facilitate as much freely available educational material online that can be used by both by trainee, and trained, colleagues in the UK and overseas.
- Specifically, to input into the development of bi-directional teaching resources to help trainee inclusion into Urolink's activities both in the UK and abroad.

2. Section Annual Meeting:

- The secretary will act as the key point of contact between the Executive Committee to co-ordinate the development and delivery of the Urolink's Meeting at the Annual Scientific meeting.

3. Communication with Members:

- To consider requests from third parties to circulate questionnaires to Section Members and / or to advise the BAUS VP Education on such requests.

Key working relationships: Urolink Chair, Urolink Executive Committee, BAUS VP Education and Deputy VP Education, BAUS CEO and BAUS Programme and Project Co-ordinator.