

THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS
OFFICERS OF UROLINK
ROLE DESCRIPTIONS
(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.

UROLINK EXECUTIVE COMMITTEE CHAIRMAN

Main responsibilities:

1. To have a designated commitment to Urolink's key objectives

- To understand Urolink's key aims and objectives.
- To have demonstrated, by personal example working in resource poor environments, the ability to lead the Urolink membership on behalf of BAUS.
- To have a commitment to the continual growth of Urolink as an organisation.
- To have organisational and communication skills that facilitate international teamwork, and to encourage cooperative ventures in resource poor environments.
- To have demonstrated the ability to develop work streams, research projects and long-term relationships with partners outside of the UK.
- To be able to liaise with BAUS, industry partners, NGOs and governmental organisations of relevance to international collaboration.

2. To chair meetings of the Executive Committee

- To approve agendas, action lists and minutes of Committee meetings, ensuring all decisions and actions are accurately recorded.
- To facilitate meetings of the Executive Committee to ensure they function effectively.
- To ensure key themes and priorities are drawn out of discussions by the Executive Committee and that actions allocated to members are completed.

3. To represent the Section at meetings of BAUS Council and other BAUS Committees

- The Chair (or nominee) will represent the Section at meetings of BAUS Council which are held 3 times a year.
- The Chair will complete a Section Report Proforma for circulation with the Council papers and will present key, strategic, issues at Council meetings.

4. Communication with BAUS President / Board of Trustees and Section Members

- The Chair will act as the key point of contact between the Section Executive Committee and the BAUS President / Board of Trustees on issues that affect BAUS on a national and international scale. The Chair will provide advice and guidance to the President and Trustees; it will often be necessary for the Urolink Chair and BAUS President to work closely together when dealing with national and international bodies relevant to urological activity outside the UK.
- To prepare newsletters on behalf of Urolink for circulation to its members.

5. Responsibility for Urolink funds

- The Chair, together with the secretary will have overall responsibility for designated Urolink funds and will ensure accurate reporting of Urolink finances to the CEO for inclusion in BAUS's annual accounts; this function will be supported by a member of the BAUS secretariat.

- That responsibility will ensure strict adherence to Urolink’s reimbursement policy.
- Together with designated project leads, the chair will have responsibility for fund raising to support Urolink’s activities both inside and outside of the UK.
- Together with the executive committee the chair will have responsibility for the allocation of funds to applicants.
- Together with the secretary, and BAUS secretariat, will have responsibility for the provision of annual progress reports to designated, and undesignated, funding sources to promote continued collaboration with funders.

Key working relationships: BAUS President, BAUS VP Education and Deputy VP Education, Urolink Secretary, Overseas partners, External funding sources, BAUS CEO, BAUS COO and BAUS Programme and Project Co-ordinator.

Note: Urolink has a commitment to support the VP Education in planning the Annual Scientific Meeting. It will have a member of the BAUS executive, and the BAUS Society of Trainees (BSoT), as designated, ex-officio, executive committee members.

UROLINK EXECUTIVE COMMITTEE SECRETARY

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, BAUS COO and BAUS Programme and Project Co-ordinator.