

DoN Role descriptions

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Honorary Secretary

Eligibility:

The Honorary Secretary must be a member of the DoN and preferably have some committee experience and an understanding of the different DoN structures, and of their functions and relationships.

Aims and Responsibilities of the Role:

The Honorary Secretary, in conjunction with the DoN Executive Committee chair, is responsible for the smooth running of Executive Committee meetings and of the DoN Annual General Meeting. The aim of the role is to support the DoN Executive in administrative matters and to act as a point of contact for DoN Members.

Activities:

- To attend at least four of the six Executive Committee meetings per year.
- In liaison with the DoN chair, to disseminate the agenda and draft minutes in a timely fashion prior to meetings.
- To take and subsequently disseminate confidential minutes of the Executive Committee.
- To book rooms and refreshments for all unit and committee meetings as appropriate.
- To act as a point of contact for members, bringing any correspondence to the attention of the Executive.

Accountability:

The Honorary Secretary is accountable to the DoN Executive Committee and to the BPS.

Meetings:

DoN Executive Committee meetings are usually held in London six times a year, and the DoN AGM takes place in November. The DoN covers travel and any appropriate accommodation expenses.

Committee Member

Eligibility:

Committee Members of the DoN Executive Committee must be members of the DoN and preferably have some committee experience and an understanding of the different DoN structures and their functions and relationships.

Aims and Responsibilities:

- Committee Members are expected actively to engage with the workings and business of the Executive Committee, contributing to work streams and providing expertise as appropriate.
- They are expected to work towards improving and facilitating the representation of Neuropsychology and of the DoN at both local and national levels, through appropriate bodies and channels, in conjunction with the Executive and the DoN Five Year Strategy.

Activities:

- To attend at least four of the six Executive Committee meetings per year.
- To attend the DoN Annual Conference.
- To support and publicise the activities of the DoN sub-units across the wider membership.
- To seek to increase the DoN membership across all categories of membership.
- To alert the Executive to issues relevant to Neuropsychology within the wider health care context and at a practice level.
- To represent the interests of Neuropsychology and of the DoN within the wider health care system and the media in coordination with the DoN Executive and the BPS.

Accountability:

Committee Members are accountable to the DoN Executive Committee and to the BPS.

Meetings:

DoN Executive Committee meetings are usually held in London six times a year. Participation in additional teleconference meetings may be required. The DoN Annual Conference is held in November.

The DoN covers travel and any appropriate accommodation expenses.

Communications Officer

Eligibility:

The Communications officer must be a member of the DoN and preferably have committee experience and understanding of the different DoN structures, their roles and relationships.

Aims and Responsibilities of the Role:

The Communications officer is responsible for the continued development of the DoN Communications strategy. The aim of the role is to:

- Provide effective means of bi-directional communication between the DoN and its membership and to optimise member's engagement.
- Improve and facilitate communication within and between the DoN subunits and with the executive committee.
- To develop communication with other BPS divisions and groups as part of the overall DoN and BPS strategy

Activities:

- To attend at least 4 of the 6 executive committee meetings per year.
- To attend at least 4 of the 6 Membership Services units a year, plus 2 development days
- To oversee the production of the DoN publication 'The Neuropsychologist' and support the newsletter Editor and the sub-editors.
- To maintain and develop DoN social media, including Facebook, Linked in and Twitter
- To oversee the DoN website and support the DoN Website manager.
- To publicise DoN events, conferences, CPD, publications and consultations
- To represent the DoN at conferences organised by the BPS and other organisations where appropriate.
- To order and organise the DoN promotional materials.
- To liaise and meet with central BPS Membership Services where appropriate.

Accountability:

The Communications Officer is accountable to the DoN Executive Committee, the Membership Services Unit and the BPS.

Meetings:

DoN Executive Committee meetings and Membership Services meetings are usually held in London six times a year. Teleconference meetings may be required in addition to attendance at DoN Executive Committee meetings.

DoN cover travel and any appropriate accommodation expenses for attending members.

Chair of DoN Policy Unit (PoU)

Eligibility:

The Policy Unit chair must be a member of the DoN and preferably have committee experience and some understanding of the NHS, and its structures and processes for commissioning and regulation, and of the mechanisms for Parliamentary engagement.

Aims and Responsibilities of the Role:

The Policy Unit chair is responsible for the continued development of the DoN Policy strategy. The aim of the role is:

- To lead the Policy Unit in articulating and implementing the DoN Policy strategy, and in improving and facilitating appropriate representation of Neuropsychology within NHS England, NICE, Parliament and the media.
- To develop engagement with external health care partners where joint action on a particular issue is desirable.
- To further the DoN's policy priorities by coordinating input to BPS responses to key consultations and submissions to bodies in the public policy making process.

Activities:

- To attend at least four of the six Executive Committee meetings per year.
- To attend and chair at least four of the six Policy Unit meetings per year.
- In conjunction with the DoN Policy Consultant, to undertake horizon scanning to identify areas of government concern relevant to Neuropsychology to ensure a timely and effective response from the DoN with the relevant Neuropsychology expertise.
- To ensure systems are in place to enable advice to government to be based on appropriate and current knowledge.
- To support Neuropsychology representation at relevant parliamentary events, conferences etc.
- To work towards implementation of an agreed programme of events to show case the contribution of Neuropsychology to significant areas of public policy.
- To recruit, manage and supervise the DoN Policy Consultant role.
- To report to the Executive Committee and at the DoN Annual Conference on the activities, challenges and achievements of the Policy Unit.
- To liaise and meet with the BPS Policy team as appropriate to ensure the DoN's work in relation to public policy is properly formulated and disseminated, and coordinated with and mutually reinforcing of the work of other divisions and of the BPS as a whole.

Accountability:

The Policy Unit chair is accountable to the DoN Policy Unit, the DoN Executive Committee and to the BPS.

Meetings:

DoN Executive Committee and Policy Unit meetings are usually held in London six times a year. Additional teleconference meetings may be required, as well as attendance at APPG

meetings in Westminster and with healthcare partners, such as NHSE, Royal Colleges and the Neurological Alliance.

The DoN covers travel and any appropriate accommodation expenses.

Secretary of Membership Services Unit (MSU)

Objectives of role:

To be responsible for co-ordinating and administrating the MSU meeting agenda and a documented record of each MSU meetings according to prescribed standards as required by the DoN.

As with other MSU Committee members - to represent the views and interests of the Division of Neuropsychology (DoN) membership at MSU committee meetings and ensure their interests are represented in all decisions made. It is important for all committee members to be mindful that they are representing the views and interests of the DoN membership whom they have been selected to represent.

Activities:

- To work with the MSU Chair to prepare the agenda for each meeting and distribute to committee members in advance of each meeting.
- To take a record of each committee meeting and draft it for initial approval by the MSU Chair. To distribute this to members prior to each scheduled committee meeting.
- To co-ordinate correspondence that emerges in between meetings and liaise with the Chair re response and any related actions regarding the next meeting agenda.
- To undertake any designated and agreed specific actions resulting from committee meetings.
- To attend committee meetings as scheduled by the MSU.
- Supporting the general work of the MSU Committee in relation to new initiatives, communications, informatics, CPD and conference events, and all forms of membership engagement.

Accountability:

The Secretary of the MSU is accountable to other members of the Membership Services Unit and its' executive. Primary accountability is via the Chair of the Membership Services Unit through to the DoN Executive Committee. There may also be additional accountabilities if the incumbent is a member of a working party sub-committee or in another specific allocated DoN role.

Meetings:

- DoN MSU main Committee meetings are held in London. In any one year six meetings are normally held (one every two months). Face-to-face meetings last from 10.30am to 1.00pm. Occasionally MSU specific away days are organised to work on strategy implementation usually from 10.30am to 4.00pm.
- To participate in teleconferences, when required.
- Please note that the DoN pay for travel and any appropriate accommodation expenses for attending members.