

BANNFU Elections 2025 – Role Descriptions

Secretary

To take a proactive role in leading the work of BANNFU with special responsibility for meetings and enquiries. To be responsible for liaising with the committee to organise meetings, prepare and distribute agendas and minutes, and maintain accurate records of all communications and decisions. The Secretary will be the first point of call for enquiries and have responsibility for replying to these alongside other BANNFU officers. Should be someone that is has strong organisational skills, good attention to detail, and excellent communication skills.

Treasurer

To take a proactive role in leading the work of BANNFU with special responsibility for ensuring that BANNFU remains financially secure. (The day-to-day administration of finances is managed by the BAPM office staff, the Honorary Treasurer is a strategic role.) Alongside the other BANNFU Officers (President, Chairperson and Secretary) the Honorary Treasurer plays a key part in ensuring that BANNFU runs effectively, delivers the strategic plan and is responsive to the needs of members and key stakeholders. Should be someone that is confident reviewing accounts.

Social media lead

Responsibility for maintaining BANNFU's social media accounts (twitter, blue sky). This role involves sharing the work of the organisation by creating social media posts, regularly checking responses and managing replies where needed. Should be someone that is confident using social media.

Co-Lead for Research

To work with the other research co-lead to be responsible for coordinating and overseeing the group's research activities. To keep up to date with international research related to neonatal follow up and share this with group members. Identify and support research opportunities in this area. Should be someone that has an interest and previous experience in research in neonatal follow-up.

Co-lead for Education and Practice

To work with the other co-lead to be responsible for the development of BANNFU's educational resources. To lead on the organisation of study days, webinars and CPD resources. Should be someone that has an interest in neonatal follow up education.

Former patients' representative

To act as a voice for neonatal graduates. Holders of this role will promote BANNFU membership and its work to others and encourage their engagement. They will suggest relevant issues to be raised at BANNFU Meetings and help to ensure that that BANNFU's work programme considers the wishes of former neonatal patients.

Representative for AHPs (2 roles)

To act as a link between the AHP professional bodies and BANNFU. Holders of this role will promote BANNFU membership and its work to others and encourage their engagement and act as a voice for Neonatal AHPs to ensure that relevant issues are raised at BANNFU Meetings and that that BANNFU's work programme remains relevant and useful to our AHP members.

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