**Roles / Responsibilities of POGP National Conference Organising Committee (NCOC)**

**Roles:**

The NCOC will include the following roles:

1. The NCOC Chair is a POGP Trustee as well as being a member of the NCOC
2. The NCOC Vice Chair will assist the Chair in conference decisions and will fulfil the role of Chair when necessary. (for smooth running of the NCOC, the Chair and the Vice Chair should not leave the committee at the same time. The Vice Chair may be invited onto the NCOC with the purpose of taking on the role of Chair once the position becomes vacant)
3. The NCOC Secretary will record minutes of meetings of the NCOC, is responsible for organising the NCOC meetings and the Agenda for meetings and liaising with the Chair.
4. The NCOC public relations officer/social media officer is responsible for compiling promotional material to the POGP Communications Officer and Website Officer for publication and will adhere to the relevant POGP publications/social media guidelines
5. The NCOC Treasurer – NCOC Chair will also take this role and will be responsible for financial forecasting and accounting for conference

**In Advance of Conference:**

* Attend a minimum of 50% of the virtual NCOC meetings per year
* To help identify suitable geographical areas and venues for the annual conference
* To be responsible for the implementation and development of the scientific programme:
	+ agreeing programme topics to deliver a balanced appealing conference
	+ suggesting, discussing and liaising with potential speakers
	+ suggesting, discussing and liaising with potential medical reps/ industry sponsors
	+ signing off conference program
* To help with planning social / networking elements of conference program
* To be responsible for preparing promotional posts for Social Media and POGP website
* To be responsible for financial forecasting and accounting for the conference

**Attend Conference (expenses paid, 50% discount on conference ticket):**

* Help with setting up conference room/s
* Help with welcoming sponsors/reps and registering delegates on day one
* To be jointly responsible for introducing speakers before their talks, and managing delegate questions after each session
* To be jointly responsible for keeping to time of conference program
* To be available in breaks for any questions/ last minute tasks.

**Post Conference:**

* To discuss delegate feedback/ what went well/ what didn’t go well as a team and take into consideration when planning the next conference.