**RCOT example role – Specialist Section National Executive Committee (NEC)**

NEC role 3: Secretary

**Main purpose of the role**

Support the management of the NEC with their communication; collate and circulate agenda items, record, and collate minutes distributing them to the NEC and RCOT.

**Role and responsibilities:**

* Take minutes at meetings of the National Executive Committee (NEC) and Annual Review Meeting (ARM), or if unable to attend, nominate another committee member for this role.
* Email the minutes to all NEC members and our UK Branch Manager and Specialist Section Administrator.
* Coordinate meeting dates, book meeting rooms/virtual platforms as necessary for the NEC.
* Ensure that all marketing materials are up-to-date and regularly reviewed in terms of content and image by adhering to our brand book and language style guide.
* Distribute marketing material at relevant conferences and to relevant organizations.
* Promote evidence-based best practice and encourage development of skills and knowledge within the specialism.
* Encourage membership of the Specialist Section and promote its activities.