**RCOT Example role for Specialist Section National Executive Committee (NEC)**

NEC role 8: Events Lead/CPD lead

**Main purpose of the role**

Take responsibility to lead, facilitate, support, and have an overview on all the Specialist Section Events and CPD offering. Assist the Specialist Section in the running of events and CPD activities. This may cover a wide range of tasks but having an overview of the RCOT Career Development Framework, to support the facilitation of learning is essential.

**Role and responsibilities:**

* Develop and lead on facilitation of CPD/events in conjunction with NEC (National Executive Committee), members and event providers if appropriate.
* Oversee the event’s budget with the support of the NEC and manage accordingly.
* Provide our Digital Team and others with information for the events and Specialist Section webpages.
* Inform us of all event arrangements.
* Liaise with us regarding advertising for events and room bookings at RCOT.
* Lead on events/CPD/conference.
* Take overall responsibility and support of events within the Specialist Section and support any processes agreed with us.
* Have oversight of all events within the Specialist Section and within the Regional/Clinical Fora.
* 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.