



Responsibilities of Secretary

Generic responsibilities include but are not limited to:

- Promote colorectal surgery
- Represent views of colorectal trainees
- Engage positively and productively with all trainees interested in a career in colorectal surgery, The Dukes' Club members and all colorectal trainees
- Attend and engage with $\geq 50\%$ of The Dukes' Club Executive and Full Committee meetings.

Specific responsibilities include but are not limited to:

- Organise and minute The Dukes' Club Executive and Full Committee meetings
 - If unable to attend, highlight this to The Dukes' Club Executive as soon as known so an alternative trainee representative can contribute in lieu
- Organise application and marking process for regional representatives
- Organising promotional materials for Dukes' Club events
- Running The Dukes' Club Eventbrite account
- Running The Dukes' Club Twitter account
- Collating items for The Dukes' Club monthly newsletter
- Liaising with the website developer to ensure regular updates to trainee resources as advised by Committee members
- Facilitating reimbursement via ACPGBI for invited speakers at The Dukes' Club events
- Work collaboratively with trainee representatives of allied organisations to support training and develop training resources
- Contribute to the organisation and delivery of The Dukes' Club subspecialty trainee events including
 - Ensuring adherence to, and promotion of, The Dukes' Club equality, diversity and inclusivity guidelines
 - Participant registration
 - Certification
- Contribute to the organisation and delivery of The Dukes' Club sessions at ACPGBI Annual Meeting including
 - Ensuring adherence to, and promotion of, The Dukes' Club equality, diversity and inclusivity guidelines
- Contribute to the organisation and delivery of The Dukes' Club educational weekend including
 - Ensuring adherence to, and promotion of, The Dukes' Club equality, diversity and inclusivity guidelines
 - Participant registration
 - Certification