



MetBioNet Secretary Job Description

The role of the MetBioNet secretary is outlined below:

Communication with Stakeholders

- Maintain an up to date list of representatives from stakeholder laboratories and associate laboratories and their contact details.
- Communicate with stakeholder and associate representatives about stakeholder meetings, educational meetings and other issues relevant to MetBioNet.

MetBioNet stakeholder meetings

- Book a venue or liaise with a local representative to ensure the venue is booked.
- Inform the stakeholder group the date and time of the meeting.
- Liaise with the Chair in preparation of the agenda and circulate to stakeholder representatives before the meeting.
- Keep a list of people attending the meeting and those sending apologies.
- Attend the stakeholder meetings
- Take minutes of the meeting and send to the Stakeholder group soon afterwards.

MetBioNet constitution

- Receive any proposals for changes to the constitution and arrange a ballot of Stakeholders on whether the proposals are accepted.

Appointment of officers

- Keep a list of officers with dates that posts are due for renewal or replacement.
- Inform stakeholders when a post is due to become vacant.
- Receive nominations for posts.
- Arrange an election if this is required.

Other tasks

- Liaise with MetBioNet website administrator ensuring administrative documents (e.g. constitution, minutes of meetings) are uploaded to the website.
- The secretary may perform other tasks as required.