



The Role of Education & Engagement Secretary

This role holder is a member of the BNA's National Advisory Committee ('the Committee'). The purpose of the BNA Committee is to represent different demographics and interests within the Association's membership, and to use their skills and experience to provide information and advice to the Council.

As with all posts on the BNA's Council and Committee, it is an unremunerated position. The term of office is four years, with the retirement date being that of the next Annual General Meeting to take place following the completion of four years in office. There is the option of standing for a second term. There must then be a break of at least one year before standing for election again, unless the individual is standing for one of the Trustee positions.

For full details of election, period of office, resignation and all aspects of governance applying to this role, see the Articles and Rules of Association.

The Education & Engagement Secretary is expected to **take the lead at Committee level** in order to:

- work alongside the Research Policy Trustee to **improve the teaching of neuroscience** at all levels of education, which includes exploring an endorsement process by the BNA for UK undergraduate and masters course in neuroscience
- ensuring BNA meetings are accredited for and can award **Continued Professional Development (CPD)** where appropriate
- develop **information on careers** for the BNA website
- seek opportunities for the BNA to **undertake and/or support public engagement** of neuroscience e.g.
 - identify or create materials to help BNA members do school visits or science fairs.
 - work with other organisations involved in Public Engagement to share resources or opportunities
 - work with the Festival organisers regarding public engagement at the BNA Festival of Neuroscience
- identify **candidates for the BNA for the Public Engagement in Neuroscience prize**
- keeping the BNA Council and Committee **abreast of changes in best practice** regarding public engagement and/or teaching
- being one of the BNA's **contacts for enquiries about careers or public engagement**
- **reporting on public engagement & education** at Council and Committee meetings (four per year)
- **reporting on public engagement & education** to the members via the Bulletin and other communication outlets

More information

All BNA Committee members should be familiar with the Association's Articles and Rules. See bna.org.uk/about/governance/#governing-documents.