

Being a BSSVD Council Member

About the BSSVD

The British Society for the Study of Vulval Disease is a registered charity that seeks to advance the treatment and understanding of diseases of the vulva. The objectives of the society are:

- The relief of suffering for patients with vulval diseases
- The promotion of research into the cause and management of vulval diseases
- The practice, art and science of understanding, diagnosing and managing vulval diseases

Our Society membership is truly multidisciplinary, largely made up from the specialties of gynaecology, dermatology, sexual health and pathology. Our membership consists of doctors and nurses, and we work closely with allied health professionals aligned to vulval disease. This multidisciplinary approach to the speciality enables excellence in clinical outcomes and workforce training.

We have a strong commitment to education and training working with our medical colleges striving to achieve high quality standards of care for patients. Our membership currently stands at over 280 health professionals from a variety of different specialities. The Society's funding comes largely from membership fees and conferences.

The **role** of a Council member

The BSSVD Council is the governing committee that is responsible for the financial and legal status of the BSSVD as a charity. It oversees what the society does and sets the strategic direction of the society. All Council members are volunteer trustees of the charity.

We currently have 11 Council members. Council members usually serve for four years at which point they are eligible for re-election for two more years. After this point they are not eligible for further re-election for another four years in the same role. **We have several vacancies we would like to fill as existing Council members are coming to the end of their serving terms.**

The Council meets between 6-10 times per year depending on need. In recent times this has been via video conference call. We also hold an annual scientific meeting which coincides with the annual general meeting (AGM) which Council members are expected to attend.

The Council works as a team, working together with a common goal to meet the Society's aims. Some Council members take a lead on particular areas of work or projects, reporting back to the Council on progress at meetings.

See below for detailed descriptions of specific roles within the Council.

What is **expected** of a Council member?

Council members are expected to engage in the following:

- To learn about the charity and understand their role within it.
- To attend Council meetings (if you are not able to be at a meeting, apologies should be given), Annual Scientific Meeting (ASM) and AGM
- To bring their skills and expertise to the Council, taking part in discussions and helping with decision making for the charity.
- Take ownership of actions between meetings assigned to them.
- To lead and contribute to the organisation of the ASM.

In addition to the above, it can be useful for Council Members to represent the charity from time to time at events, to use their own social and professional networks to raise awareness of the charity.

Why is it worth doing?

There are many benefits to being a Council member:

Being a Council Member of the BSSVD has opened my eyes to the diverse range of health professionals who manage people with vulval disease. Working with patient representatives and colleagues across a range of specialities has shown me different perspectives and approaches to management. I have been given the opportunity to contribute to developments in service standards, education and research in the field. Collaborations and friendships have been made with people whose interests align with my own. In doing so, it has been a privilege to obtain support from the group as well as give advice based upon my own experiences. I thoroughly recommend becoming a Council member to patient representatives and health professionals alike to support the ongoing work of the BSSVD.



Dr Rosalind Simpson, Dermatology

Council member roles

The Council is broken down into specific roles which carry particular responsibilities, as well as there being general Council Members. As all Council Members are required to advertise their post every 4 years, the positions in pink are currently open for submissions as of February 2025 for voting at the AGM in June 2025:

Chair

Role includes:

- Chairing BSSVD Council meetings
- Chairing & coordinating the agenda for the AGM
- Acting as spokesperson of the Society
- Working closely with Council to provide strategic direction and dealing with matters of relevance on a day-to-day basis
- Preparing, filing and presenting annual reports together with other relevant Council leads (e.g. Treasurer, Research Lead etc) for the AGM and Charity Commission
- Being responsible for the governance of the society as a Charity

Secretary

Role includes:

- Signing off on Council minutes/agendas
- Acting as a point of contact for admin team
- Liaising with and supporting Chair in Society matters including governance
- Preparing annual reports and newsletters
- Working with Treasurer & Chair to submit annual report to Charity Commission
- Promoting membership
- Linking with external agencies

Treasurer

Role includes:

- Keeping accurate & timely records of financial transactions
- Ensuring charity funds are sufficient to meet the charity's commitments/obligations
- Submitting financial records to accountant at end of financial year
- Liaising with admin team to ensure membership subscriptions are up-to-date and accurate
- Preparing annual financial reports for AGM and regularly updating Trustees.
- Authorising payments as agreed by Council

Research Lead

Role includes:

- Taking oversight of BSSVD funded research awards and partnership awards
- Fostering collaborations with external societies to offer partnership awards
- Coordinating peer review of grant applications
- Representing BSSVD on grant judging panels
- Championing research into vulvovaginal conditions

Website Lead

Role includes:

- Working with Council and wider membership to review and ensure content is clinically relevant
- Working with admin team to make operational changes (N.B. role does not require web development skills)
- Liaising closely with Social Media Representative

Trainee Representatives (x2 from different specialties)

Role includes:

- Promoting BSSVD, its events & resources to other trainee doctors
- Helping raise awareness of Society & promote awareness of vulval disease among trainee doctors

Social Media Representative

Role includes:

- Raising awareness of BSSVD on social media platforms
- Regular posting on events, research and educational opportunities from the BSSVD

Patient Representative

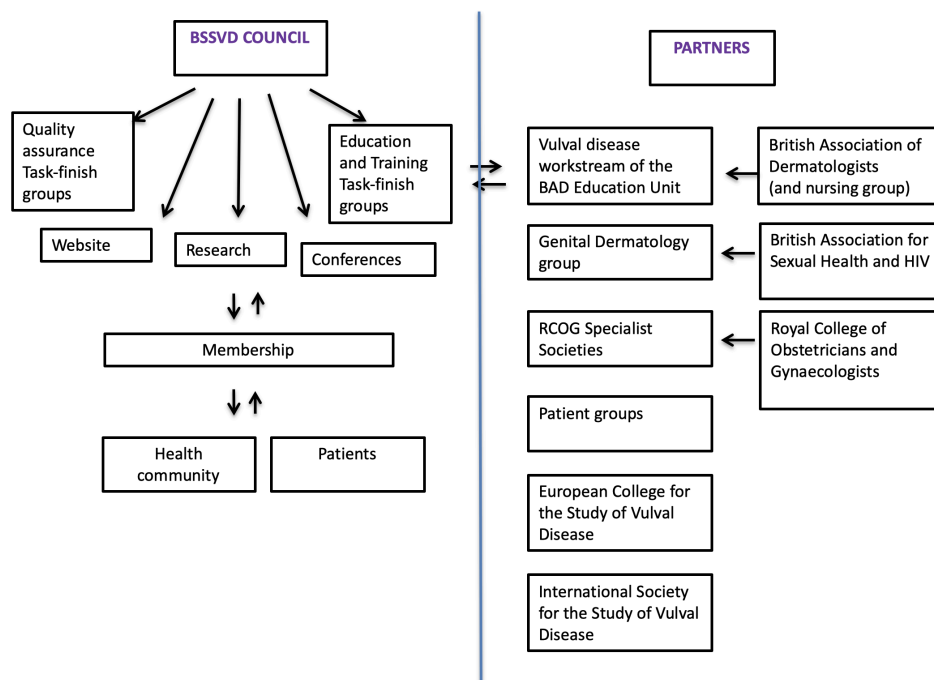
Role includes:

- Liaising with patient groups
- Providing a voice for patients at Society meetings and on Council
- Reviewing/assisting in drafting of outward facing documents prepared by BSSVD

General Members – 4 members

Roles require full participation in the activities of the Society and in furthering its objectives, including taking on roles to further the strategy of the society. A minimum of 70% attendance at Council meetings and response to executive communications within 21 days is required. General Council Members may be required to support the key council members in their roles if roles of the chair, secretary or treasurer are unexpectedly void

BSSVD and our network



How to apply

If you are interested, please contact admin@bssvd.org for an application form. We would be happy to have an informal chat to discuss the roles.

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