

Role Description:  
Member of the Meetings & Conferences Committee

*Background*

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to advance the understanding of weather and climate, and its application, for the benefit of all**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological Societies. The Society promotes equality, diversity and inclusion to create greater opportunity for any individual to fulfil their potential, irrespective of their background or circumstances. We would therefore strongly encourage women and individuals of under-represented groups to apply.

*Role*

The role of the Meetings and Conferences Committee is to advance the science and its application of weather and climate by facilitating and guiding the delivery of high-quality events to a growing and increasingly diverse audience from across the meteorological community and other related disciplines.

*Responsibilities*

The main responsibilities of Committee Members include:

- Attend Events Committee meetings, typically three times a year.
- Contribute to the development and implementation of the Society's events strategy.
- Along with other Committee Members, agree the events programme (typically planned 12 months ahead) and agree timing of events, target audience, joint event partners and where to publicise events to maximise audience numbers.
- Serve as Meeting Manager, being the point of contact on the Committee with the programme organiser and the Society's Events Team. Typically each Committee Member will serve as Meeting Manager for one meeting a year and should be present at the event if possible.
- Be a point of contact for any events hosted within your organisation, to enable the Society's Events Team to liaise with events management in your organisation.
- Identify a suitable Programme Organiser to work with you, who has responsibility for putting together the scientific programme, suggesting and contacting speakers and Chairs, developing an abstract for the event and supporting successful delivery of the event on the day.
- Contribute to and respond in a timely way to communications from the Committee and the Society's Events Team.

*Requirements*

The successful candidate will ideally have:

- a willingness to devote the necessary time and effort, and an ability to complete tasks in a timely manner.
- knowledge of the science of meteorology and related disciplines and/or its application.
- enthusiasm and drive for the role and responsibilities.

*Term of Office*

A Member serves a five-year term of office.

*Support*

The role will be supported by the Events Team. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society's Expenses Policy.