BHBIA Ethics and Compliance Committee

Roles and Responsibilities

Secretary

The primary role of the secretary centres around the organisation and running of Ethics & Compliance Committee (ECC) meetings

- **Meeting logistics:** To collate availability of ECC members, agree dates with the ECC Chair and liaise with host companies regarding venue arrangements.

- **Agenda**: To liaise with the ECC Chair to agree meeting agendas, including timings, and to circulate these to ECC members.

- **Content/speakers**: To liaise with team leads and any other speakers to ensure that slides/other materials are collated in preparation for meetings, as required.

- **Minutes**: To take minutes at the meetings, check any points of query with the team leads and distribute the final version to ECC members.

- **General communication with ECC members**: To facilitate any other communications with ECC members (e.g. to collect or disseminate information) in liaison with the ECC Chair and BHBIA Executive Officer.