



EXECUTIVE OFFICER

Principal accountabilities:

- Organisation of face-to-face meetings and teleconferences, sending out meeting notices, writing and collating papers, preparing minutes and records of meetings and resolutions, and ensuring circulation and follow up as appropriate.
- Co-ordinate the collection and preparation of CPMEC reports (e.g. Chair's Report, Annual Report, Strategic Review Report, CPMEC newsletter *if required*).
- Support the organisation of the special interest group workshops at the Annual Prevocational Medical Education Forum.
- Arrangement of travel for Chair and committee members (as appropriate).
- Maintain financial records including billing, invoicing, reconciliations, preparing superannuation payments, data entry and production of financial statements using MYOB.
- Management of governance requirements.
- Assist in the preparation of CPMEC budgets and funding proposals (*if required*).
- Update CPMEC website to ensure currency of content.
- Organisation of the annual CPMEC junior doctor of the year and clinical educator of the year awards including review of overall process, arrangement of awards, writing speeches and preparing presentations.
- Carry out all administrative tasks including dealing with all oral and written enquiries, liaising with key stakeholders, maintenance of CPMEC records and filing system etc.
- Support any research activities undertaken under the auspices of CPMEC.
- Any other duties to ensure the day-to-day functioning of CPMEC.