

## Role description

### Member, UK Kidney Week Programme Committee

#### Appointment process

Posts are either:

- advertised to the UK Kidney Association (UKKA) membership and appointed by an appropriate panel drawn from members of the programme committee and trustees.

OR

- nominated from an affiliate group of the UKKA

Applicants should be members of the UKKA

Each appointment is ratified by the trustees of the UKKA

#### Term of office

Members of the committee usually serve for no more than three years.

#### Role of committee members

Item	Method	Timeline
<b>Review session proposals</b>		<b>November - December</b>
Comment on session proposals, highlighting sessions to include in the programme, ways in which the proposal could be improved or merged with another similar proposal	Via Oxford Abstracts	
Shortlist session proposals	With full committee	
Identify topics not covered in session proposals	With full committee	
Agree final sessions to go into programme	With full committee	
<b>Programme development</b>		<b>December - April</b>
Review drafts of programme	With full committee	
<b>Session development</b>		<b>December - April</b>
Lead development on 2 – 3 sessions within your area of interest/expertise, liaising with session proposers to refine the session and speakers	With workstreams and co-chairs	
Monitor progress with the session proposer to achieve deadlines for including details in the programme	With workstreams and co-chairs	
Identify suitable chairs for sessions	With full committee	
<b>Abstract submission</b>		<b>February - March</b>
Ratify abstract marks	With full committee	
Assign higher scoring abstracts to the programme as oral presentations	With full committee	
Review abstracts for poster presentations	With full committee	
Assist with deciding poster tracks and moderators	With full committee	

<b>Miscellaneous</b>		
Advise on session development guidelines	As requested	<b>September - October</b>
Advise on abstract submission and marking guidelines	As requested	<b>October</b>
Standby to fill in for poster moderators/session chairs	As requested	<b>May</b>

### **Qualities of an effective member of the committee**

#### Communication skills

- Demonstrates ability to communicate with committee members, staff and other groups
- Demonstrates willingness to listen, remains open-minded and encourages free expression of ideas, opinions and recommendations.

#### Participation

- Knowledgeable about and committed to the committee's area of activity and demonstrates an understanding of the key issues it faces
- Demonstrates active participation in the affairs of the association and/or the renal community

#### Administrative skills

- Understands, and able to work effectively with, the events team
- Has the ability and capacity to self-motivate and deliver the committee's objectives
- Understands and supports orderly procedures for conducting work.

#### **Relationships**

- Programme committee co-chairs
- Committee members
- Session proposers
- UKKA events team

**Date agreed** 16/9/2022

**Date amended** 5/9/2023

**To be reviewed** 16/9/2025