COLLATED JOB DESCRIPTIONS FOR RE-ELECTION OCTOBER 2026
(Secretary, Audit Officer, Education Officer, Standards Officer)

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Job description for BSGAR Secretary

- This is a BSGAR Committee post. Application by email to the BSGAR Secretary.
- Candidates will be elected by a majority vote of BSGAR members.

Length of tenure

- 2 years with the option to extend for a further 2 years without re-election if support for the officer by the management committee is unanimous.

Roles and responsibilities

- The Secretary will manage the process for BSGAR membership, including vetting applications.
- The Secretary will advise the administrator on matters relating to membership.
- The Secretary will be responsible with the Treasurer for the maintaining of a comprehensive and up to date database of the society membership.
- The Secretary will oversee amendments to the constitution.
- The Secretary will organise the BSGAR sub-committee for ACCIA awards, in accordance with the constitution (currently not required due to new ACCIA system)
- The Secretary will attend meetings of the BSGAR Management Committee.
- The Secretary will serve on the BSGAR Membership and Diversity Subcommittee

Job description for BSGAR Audit Officer

- This is a BSGAR Committee post. Application by email to the BSGAR Secretary.
- Candidates will be elected by a majority vote of BSGAR members.

Length of tenure

- 2 years with the option to stand for re-election for a further 2-year term

Roles and responsibilities

- To promote audit in Gastrointestinal and Abdominal Radiology, and in particular encourage multi-centre audits amongst BSGAR members
- To present audit findings to the annual meeting and to publish where appropriate and possible.
- To update the Audit section of the BSGAR website
- To encourage interest in GI Radiology audit amongst trainees
- To attend meetings of the BSGAR Management Committee

Job description for BSGAR Education Officer

- This is a BSGAR Committee post. Application by email to the BSGAR Secretary
- Candidates will be elected by a majority vote of BSGAR members.

Length of tenure

- 2 years with the option to stand for re-election for a further 2-year term

Roles and responsibilities

- To work with fellow Education Officer on the roles and responsibilities outlined
- To improve standards in education for GI and abdominal radiology
- To lead in involvement in national and European curriculum issues
- To liaise with the RCR Specialty Training Board and Curriculum Committee regarding GI Radiology Training
- To encourage interest in GI and abdominal Radiology amongst Radiology Trainees
- To update the Education section of the BSGAR website
- To attend meetings of the BSGAR Management Committee
- To chair the BSGAR Education Subcommittee and report on its educational outputs to the BSGAR Committee and membership
- To provide support to the BSGAR Junior Representative including helping in the organisation and delivery of the Registrar Study Day

Job description for BSGAR Standards Officer

- This is a BSGAR Committee post. Application by email to the BSGAR Secretary
- Candidates will be elected by a majority vote of BSGAR members

Length of tenure

- 2 years with the option to stand for re-election for a further 2-year term

Roles and responsibilities

- To promote the development of standards in GI and abdominal radiology
- To liaise with the standards committee of the RCR
- To liaise with the National Institute for Health and Clinical Excellence regarding guideline development
- To update the Standards section of the BSGAR website
- To attend meetings of the BSGAR Management Committee
- To attend meetings of the BSGAR symptomatic CTC Committee
- To attend and represent BSGAR on the BCSP CTC Committee
- To attend the NHS Connecting for Health Coding Committee
- To act as a contact for organisations requiring a BSGAR opinion on Standards or Guideline Development and in the past this has included: RCR, ECCO, ESGAR, Map of Medicine.
- To develop BSGAR standards of clinical practice