



RESPONSIBILITIES OF BUSINESS SUPPORT OFFICER TO THE AYM

The Business Support Officer is commissioned by the AYM Executive on an annual basis and is a self-employed position.

The Business Support Officer is responsible for:

- Managing and servicing the AYM AGM, including, registration, venue booking, seeking nominations etc.,
- Managing and servicing of AYM Conferences; including venue booking and invoices etc.,
- Co-ordination and administration of the AYM training programmes,
- Maintaining the AYM membership list and invoicing for membership subscriptions,
- Admin Support to the AYM Executive, in particular the Chair and Vice Chair,
- Updating of the AYM website,
- Providing a quarterly report to the AYM Executive on work undertaken in the role.
- Any other duties agreed between the postholder and the AYM Chair in the achievement of AYM aims.

April 2020