



**Association for the Study of Obesity (ASO)  
ASO Operations Secretary**

***(2 posts available on a role sharing basis); member of the Operations Management Team and all Sub-committees; term of office up to 3-years/flexible.***

**Role Description**

The Operations Secretary role(s) are new and developed during the recent ASO restructure. The role(s) are an essential part of the operational activities of ASO and involve leading on meeting planning, documentation, ensuring we have minutes and clear actions from committee meetings. The role(s) will require excellent organisation and communication skills, an understanding of MS Teams and how to use AI/technology to automate some administrative processes (e.g. minute taking) for efficiency.

The ASO Operational Secretar(ies) will be an integral part of the Operational Management Team and all Sub-committees, working directly with the ASO President and Sub-committee Chairs. This role(s) would be ideally suited to ASO members who are interested in getting involved in the operational delivery of ASO strategic planning. The role(s) may also be particularly suitable to early career ASO members who want to have high-level strategic oversight of the organisation with an interest in working towards a future ASO leadership role.

The time commitment for the secretary role(s) is expected to be approximately 2 days per month (1 day/month for each post). The role will primarily involve supporting committee meeting planning, delivery, attendance and documentation for all operational meetings. Regular meetings are monthly Operations Management Team meetings (1-hour), six Sub-committee meetings every year for each of the three Sub-committees (1-hour), and an annual meeting of all operational team members usually held the day before UKCO (3 hours). The remaining time commitment will be outside of these meetings. There will be flexibility in the role sharing opportunity, where the appointed ASO members can decide how to best share this role and their preferred term of office up to 3-years.

If you would like further information about this new ASO role, please contact the ASO Office ([asooffice@aso.org.uk](mailto:asooffice@aso.org.uk)) or ASO President/Chair of the Board of Trustees ([nicola.heslehurst@ncl.ac.uk](mailto:nicola.heslehurst@ncl.ac.uk)).

**March 2024**