



Trade Role

Criteria

- Preferable to have been a committee member for a minimum of 12 months
- Is elected by the committee after the Annual General Meeting or at the first committee meeting post AGM
- Has experience or an interest in care for Day Surgery patients
- Requires sound computer skills in word and excel.
- Willingness to liaise with current trade members for DSN SA and to seek new trade to support the organisation..
- Will understand and adhere to strict confidentiality of members personal details, giving them to no others internally or externally, including to trade members.

Responsibilities

- Will maintain relationships with current trade members in the DSNA SA.
- Will contact Trade reps prior to education events.
- Will meet trade reps at all education events.
- Will liaise with Treasurer re Trade sponsors and memberships.
- Present to the committee new sponsorship and seeking sponsorship for their opinion and approval.

Activities

- Notify Membership Officer when memberships are paid/renewed so database can be updated, and welcome letter sent.
- Monitor emails regularly so communication with trade representative members is up to date.
- Help set up (as required) education events and offer refreshments at events.
- Send sponsorship acknowledgment certificate and letter of thanks after the events.

The Annual General Meeting

- Will prepare an annual list of current Trade Members
- Welcome new trade representatives for the current financial year ahead.

- Non-member education evening payments shall be acknowledged from the Petty Cash receipt book, original to client and copy to remain as permanent record within the book