



## SVT Job Description

<b>SVT Position:</b>	<b>Practical Exam Registration</b>
<b>Committee:</b>	Education Committee
<b>Reporting to:</b>	Education Committee Chair
<b>Role Outline:</b>	Coordinate the practical exam registrations & dates
<b>Role Term:</b>	1 Year
<b>Essential Activities:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Process the practical exam registrations – check the trainee member &amp; AVS mentor eligibility</li> <li><input type="checkbox"/> Liaise with the Trainee, AVS Mentor, and AVS external examiner to arrange a mutually convenient exam date</li> <li><input type="checkbox"/> Send all parties the appropriate paperwork in advance</li> </ul>
<b>Regular Meetings:</b>	<input type="checkbox"/> Attend Education Committee Meetings (Quarterly)
<b>Regular / Routine Activities:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send the application fee to Treasurer</li> <li><input type="checkbox"/> Send results of exam to membership secretary to update membership status where required.</li> <li><input type="checkbox"/> Inform Exec. Committee of members who have gained AVS to be announced at the AGM and inform Newsletter Editor so they can be printed in the next newsletter</li> </ul>
<b>Other (Less frequent) Activities:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be available to respond to member queries promptly</li> <li><input type="checkbox"/> Consider issues, comment and vote on items raised by the committee.</li> <li><input type="checkbox"/> Keep up-to-date accurate, secure records of your committee work and make these available for a smooth handover (including a detailed guide where appropriate) when the role term finishes.</li> </ul>
<b>Conduct:</b>	Abide by “Standards of Conduct, Performance and Ethics for SVT Executive officers and all subcommittee SVT members” 2010
<b>Last Updated:</b>	November 2010