



Royal Economic Society

Conference Secretary

1. Background

The RES Annual Conference is the Society's flagship event, bringing together hundreds of academic and professional economists to present the latest developments in economics and showcase their real-world application. The conference currently runs as a three-day event, with a postgraduate symposium (organised and run by students) being held in the same venue on the fourth day.

The Conference Secretary is responsible for overseeing arrangements related to the conference, ensuring that it meets and supports the Society's strategic objectives, that it runs (insofar as is possible) as a financially sustainable event, and that the program structure, connections and media exposure generated are of value to the Society, the speakers and delegates. A Program Chair is appointed for each conference who takes responsibility for the academic program. The operational delivery and promotion of the conference is managed by the RES office. In the coming years the RES hopes to broaden the content and audience of the Annual Conference, possibly through the creation of partnerships with relevant other groups.

The role requires close collaboration with the Society's Honorary Officers, volunteers and staff working on events/activities associated with the Annual Conference.

2. Role responsibilities

A. Liaise with RES board

- Discuss and agree with the RES Presidents and Trustee Board on strategic matters including: the event format; how the conference fits with other initiatives; the location of the conference.
- Liaise with relevant committees to oversee a tendering process for future conferences
- Submit a proposal for future conference locations to the Trustee Board

B. Liaise with RES staff and officers

- Work closely with the RES office, especially the Training & Events Manager and Head of Operations
- Liaise as required with the RES President and other committee chairs overseeing events associated with the conference
- Provide input to conference-related communications as needed

- Work with the RES office to propose a conference budget each year and seek approval via the RES budgeting process

C. Chair the RES Conference Committee Meetings

- Chair the Conference committee which oversees the operational delivery of the conference (meetings in February, June, October)
- Reflect on conference arrangements and consider proposals for change
- Report to RES Trustee Board on relevant matters
- Ensure effective liaison between incoming and outgoing Programme Chairs

3. Commitment and support

The approximate time commitment for the role per year is:

- Equivalent of 1 day per month for 9 months (May – January)
- Equivalent of 1 day a week per month in February, with more frequent contact during March and April

This includes the three Conference committee meetings each year. Administrative support is provided by the RES office throughout the year.

4. Term

The term is three years, which may be renewed once.

5. Reimbursement

The role is unpaid. Expenses will be reimbursed in line with the Society's expenses policy.