

**President**

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Honorary Secretary

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BCIS HONORARY SECRETARY

Job Description

July 2019

Introduction

The Honorary Secretary is one of the key posts within the Society, working closely alongside the President in all aspects of the Society's work. With the President and Treasurer the Honorary Secretary is one of the three Officers of the Society, is a core member of the Administration group, and is involved as a member or ex officio member of all the Working Groups.

Those standing for election should have demonstrated leadership and communication skills within their career to date. Previous experience within BCIS Council would be advantageous.

Responsibilities

General

The Honorary Secretary will:

- Become a Trustee and Council Member of the Society
- Work closely with the President to fulfil the objectives and smooth operation of the Society
- Manage assignments designated by the President
- Represent the Society as requested by the President
- Deputise for absent Officers
- Respond (in co-operation with other Officers as appropriate) to approaches from the press and media
- Become a Member of the Administration Group
- Become an ex officio Member of the Society's Working Groups:
 - Data Monitoring and Analysis Group
 - Training and Education Group
 - Programmes Group
 - Clinical Standards Group
 - Professional Standards Group
 - Research Group
 - Structural Intervention Group

Specific

The Honorary Secretary will:

- Organise all Council and Administration Group meetings, and co-ordinate meetings of all Working Groups
- Attend meetings of the Council and Working Groups
- Communicate Society matters to the Membership through national e-mail shot and the website (in conjunction with the Communications Lead and BCIS Administrator, Azeem Ahmad)
- Organise elections of the Society
- Liaise with and report to Council regarding the timetable of elections and governance of committee membership
- Respond to correspondence from members of the Society
- Respond to enquiries from the general public and non-member medical and other health practitioners
- Have responsibility for the Rules and Articles of the Society
- Organise applications for membership

Eligibility

Those standing for election should:

- be an Ordinary Member of the Society
- previous membership of Council would be advantageous but is not a requirement
- submit a personal statement outlining prior relevant experience and indicating aspirations if successful in being elected to the post
- be elected by ballot of all current and previous voting Council members

Term of Office

3 years from January 2020, with an approximately 3 month run-in period working alongside the incumbent Honorary Secretary Dan Blackman once appointed.

Time Commitment

In addition to meetings of the Council and Working Groups (total approximately 3 days per year), it is anticipated that the post's responsibilities will require about 4 hours per week, though much of this time commitment can be flexibly arranged.