



## Role Specification for Honorary Secretary

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*The Honorary Secretary supports the President not only in the routine administration of the Association and its various constitutional functions but also in the formulation of strategy and policy with respect to the Association's dealings with other organisations. Presidents will have their own views, ideas and ambitions for their year in office and the Secretary will provide them with advice and support - the working relationship between President and Secretary should therefore be a close one and require frequent contact and discussion.*

The responsibilities of the Honorary Secretary are summarised below and should be followed to the best of the representative's ability in accordance with the mandate placed upon them by their constituents:

- Liaise closely with the Association Office with a weekly telephone conversation but also be easily available by email to deal with simpler issues and questions as they arise. The Secretary should help the office to deal with questions submitted to the Association by patients and public.
- Discuss with the President the agendas for Council and Executive meetings - drafts should be produced ideally at least 2 weeks in advance of the meetings in order to allow editing and adjustment following discussion with the office so that the President can approve the final version before it is circulated with papers the week before the meeting. The Secretary has a responsibility to ensure that accurate minutes of each meeting are produced.
- The Secretary should be readily available to the Treasurer and other members of the Executive team to discuss current and topical issues - Committee Chairs will often wish to debate difficult questions before an Executive meeting and the Secretary should be prepared to offer views and opinions.
- To offer support to the President Elect and President-in-Waiting who will while part of the Executive team be formulating their own ideas and aims for their term as President and need the facility to discuss these ideas outside the regular executive meetings.
- The organization of the annual conference requires attention throughout the year although this varies in intensity. The President will determine much of the style and format of the conference but the Secretary needs to ensure that all the details are

covered - this involves close communication with the office and any independent organizations employed to help with event administration, negotiation with sponsors, structure of exhibition etc. The Secretary will be part of the Programme Committee and will supervise both communication with invited speakers and the selection of abstracts for presentation at the meeting.

*This is not an exhaustive list and there will on occasions be duties the Secretary has to perform which are not detailed here. The structure of the Association, its Executive and Council is deliberately designed to provide overlapping terms of office so as to minimise the disruption to the organisation when the President demits office after the annual conference. There should be continuity within the Executive and the Secretary plays a part in this akin to the Civil Service so that the incoming President works with a Secretary who is already experienced in the workings of the organisation. The Secretary is therefore a central part of a dynamic and constantly-evolving Association.*