



Role Specification for Assistant Honorary Secretary

The following constitute the responsibilities of the Honorary Assistant Secretary. It is expected that these are followed to the best of the representative's ability in accordance with the mandate placed upon them by their constituents.

- Liaise with current secretary and assist in that role.
- Be the ACPGBI Executive Lead for Consultant Outcome Publication. This will involve:
 - Leadership from within Executive
 - Engagement with Audit team
 - Interaction with policy makers & politicians
 - Working with website team
 - Handling membership & Audit enquiries
 - Editorial decisions
 - Managing outliers
 - Press enquiries
 - Proactive planning for future COP
- Attend all executive meetings unless exceptional circumstances (to be agreed) prevent attendance.
- Attend 3 Council meetings a year (at least 67% attendance) unless exceptional circumstances (to be agreed) prevent attendance.
- Be responsible for membership issues and methods of enhancing membership.
- Have regular discussions with President Elect and President in Waiting regarding events for term in office.
- Be involved with the Programme Committee for forthcoming annual meetings.
- Carry out any requests and tasks as required by the Executive, the President or the Honorary Secretary.
- Represent ACPGBI as ex officio member at BDRF Trustees meetings.