



HONORARY SECRETARY

Job Description

Introduction

The Society seeks to elect an Honorary Secretary.

The successful candidate will be responsible for the organisation of the Society in close partnership with the President and Administrative Secretary to ensure its effective and efficient function. Those standing for election should have demonstrated leadership and communication skills within their career to date and be committed to the smooth running of the Society.

Responsibilities

General

The Honorary Secretary will:

- Become a Trustee and Council Member of the Society
- Work closely with the President and Administrative Secretary 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

Specific

The Honorary Secretary will:

- Attend meetings of the Council (Trustees) and Working Groups as appropriate
- Communicate Society matters to the Membership through national mail shot, the website and newsletter (in conjunction with the Communications Lead)
- Organise elections of the Society
- Liaise with and report to Trustees 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
- Submit an annual report to the British Cardiovascular Society

- 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
- have served as a member of Council
- be nominated by an Ordinary Member of BCIS
- submit a personal statement outlining prior relevant experience and indicating aspirations if successful in being elected to the post
- be approved by the President as fulfilling the relevant person specification and job description
- be elected by ballot of all current and previous voting Council members (Trustees)

Term of Office

4 years from January 2011 (initial 2 years with subsequent 2 years subject to Council (Trustees) approval) – planned run in period from December 2010.

Time Commitment

In addition to meetings of the Council (2-3 days per year) and Working Groups (total approximately 2-3 days per year), it is anticipated that the post's responsibilities will require about 6-8 hours per week, though some of this time commitment can be flexibly arranged.