

Honorary Secretary

The Honorary Secretary is one of the five 'officers' of Council and is responsible for governance effectiveness and for administering the processes and policies underpinning the management of Council business.

Articles of Association

The role of the Honorary Secretary is described in BSAC's Articles of Association (AoA):

The Honorary Secretary shall:

- a) keep the minute books of all proceedings of the BSAC Council and of sub-committees of the Council;*
- b) convene meetings, prepare agendas, record transactions at meetings, deal with BSAC correspondence and maintain in good order and safe keeping all records documents and books of BSAC;*
- c) present a report to the Annual General Meeting;*
- d) invite nominations of candidates for Council, prepare ballot papers, receive notification of any special business proposed by members and give all the notices required by the Articles and by statute in the manner and at the times there prescribed;*
- e) be present whenever the Seal of BSAC is affixed to any instrument and they shall sign all instruments so sealed in accordance with the provisions of Article **Error!***
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Core priorities

The practical effect of the AoA is that the work of the Hon Sec falls into two main areas:

1. 'Day to day' activities:
 - (a) Preparation of agenda and Council papers for meetings
 - (b) Production of Minutes for Council Meetings and members' synopsis
 - (c) Production of the Minutes of the AGM
 - (d) Oversight of the Council election process
 - (e) Providing advice on co-options to Council
 - (f) Providing guidance relating to the application of the AoA
 - (g) Assuring the integrity of governance practices
2. Co-ordinating ongoing improvements to governance effectiveness that might require changes to current procedures or updates to the AoA, ensuring members are fully consulted on any material changes that are being proposed.

Skills and experience

The AoA do not mandate a particular skill set as prerequisite for the role but in practice the following are important:

1. A sound understanding of the essential aspects of administering committee and board business
2. Attention to detail
3. Excellent personal organisation
4. Good writing skills and the ability to summarise complex issues
5. An interest in managing committee work and the principles of governance effectiveness
6. Literacy with technology, particularly use of Microsoft Office

Workload

The work of the Honorary Secretary is primarily driven by the rhythm of Council and other committee meetings. Including the AGM, there are circa six meetings of Council per year, with extra-ordinary meetings called in addition when required. In addition, the Honorary Secretary might serve on any committee of Council though as a minimum, they will serve as a member of the Strategy and Nominations committees.

In a quiet week the role may only require an hour to fulfil. A busy week, (at least monthly) will require several hours focussed attention.

Weeks with scheduled meetings of Council will consume the minimum of half a day to a day once preparation time and minutes are included.