



**The British Society for  
Surgery of the Hand**

## **Job Description, Role and Duties of the Honorary Secretary**

### **Appointment and Term**

The Honorary Secretary is elected by the Society's voting members and announced at an AGM, commencing their term of office on 1<sup>st</sup> January next following their election. They may shadow the incumbent at the Council meeting prior to their commencement of office.

Term of Office – three years. Eligible for re-election

### **Main Duties**

- Responsibility for the duties of the Society's Company Secretary, formally registered at Companies House. The Company Secretary acts as the chief administrative officer of the company and shares various responsibilities with the Directors/Trustees under the Companies Act.
- Responsibility for the organisation of the Society's Business Meetings and Council Meetings and for keeping the minutes of these meetings.
- Undertaking a key co-ordinating role within the Society, working closely with Council, the Committees and with the Secretariat to ensure the Society fulfils its primary commitment to improve patient care by promoting education and research in the field of Hand Surgery.
- To review membership applications and any Membership or Constitutional issues with the Governance, Membership & Committee Manager.
- To attend meetings of the Society's committees as requested by the committee chairs, the President or Council.
- To sign cheques on behalf of the Society as an authorised signatory on the bank accounts and investments. Cheques shall normally be signed by the Honorary Treasurer or in their absence or incapacity by the Honorary Secretary.

- To be available to coordinate with the other officers and with the chair of the Communications Committee to answer questions put to the Society, from the medical profession and the general public.
- To work closely with the secretariat in assisting each President during their term of office.

### **Principal requirements**

- To understand the serious nature of the role as Honorary Secretary & Company Secretary and when required, to seek and take notice of professional advice, for example, from accountants, solicitors or personnel managers
- To allocate the time required to fulfil the role of Honorary Secretary.
- To be contactable and aware that some urgent issues may need addressing or documents may need signing at short notice.
- To ensure that outstanding issues are addressed within a reasonable time scale.
- To inform the Secretariat of holiday and any periods when unavailable to fulfil the role of Honorary Secretary, so that an alternative Officer or representative can be appointed to cover the duties.
- Council may from time to time appoint an Assistant or Deputy Secretary and any person so appointed may act as Honorary Secretary if there be no Honorary Secretary or no Honorary Secretary capable of acting.