

## **BRITISH SOCIETY FOR SURGERY OF THE HAND**

### **Job Description – Honorary Secretary**

The Honorary Secretary is nominated by Council and Elected by the Society's Members at an AGM commencing on 1<sup>st</sup> January next following his election.

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

The Honorary Secretary shall be responsible for the organisation of all Society Business Meetings and the Meetings of Council and for keeping the minutes of these meetings.

The Honorary Secretary attends meetings of the Society's Education and Research committees and other committees if requested by the committee chairmen, the President or Council, playing a key co-ordinating role within the Society, ensuring that it fulfils its primary commitment to promote education and research in the field of Hand Surgery.

The Honorary Secretary is empowered to sign cheques on behalf of the Society and is an authorised signatory on the bank accounts and investments. Cheques shall be signed by the Honorary Treasurer or in his absence or incapacity by the Honorary Secretary.

The Honorary Secretary reviews membership applications.

The Honorary Secretary is available to answer questions put to the Society, from the medical profession and the general public.

The Honorary Secretary assists the President during his term of office.

### **Expectations of the Honorary Secretary by the BSSH Secretariat**

To allocate time required to fulfil the role of Honorary Secretary.

To ensure that outstanding issues are addressed within a reasonable time scale.

Informs Secretariat of holiday and periods when unavailable to fulfil the role of Honorary Secretary so that an alternative Officer or representative can be appointed or approached.

Is aware that issues may need addressing and documents may need signing at short notice.

Takes the role seriously and takes notice of professional advice given by Accountants and Solicitors.

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.