

ROLE AND RESPONSIBILITIES DESCRIPTION

HONORARY SECRETARY

The Secretary is a Principal Officer of the Society, and is a member of the Association's Council.

The Secretary is responsible for ensuring that members of Council take decisions and act in line with the Association's Constitution. The Secretary is also responsible for the smooth and efficient running of meetings of Council and any sub-committees, providing assistance and support to the President.

The Secretary works in partnership with other members of Council (especially the Principal Officers), committee chairs and the Association's administrative support to ensure that the Association is managed effectively.

It is the responsibility of the Secretary to:

- Arrange meetings of Council and ensure that they are administered in accordance with the Constitution.
- Act as the custodian of the Constitution, and in liaison with the Principal Officers and members of Council, review its appropriateness periodically and ensure that the Society's activities reflect the objectives set out therein.
- Oversee elections of Principal Officers and other Council members.
- Support Council members in fulfilling their duties and responsibilities.
- Seek to facilitate the Society's liaison with external stakeholders, including the Society's submissions and responses to consultation documents.
- Provide reports to Council, and at the AGM, on areas covered by the Secretary's role description.

In addition, the Secretary will be a cheque signatory and may sign legal documents on behalf of the Association.

Council is responsible for ensuring that there are sufficient nominations for the position of Secretary; additional nominations are welcome.

The Secretary is elected by the membership for a 3 year term of office, and may be re-elected for a further 3 year term.