

## **JOB DESCRIPTION: HONORARY SECRETARY**

**Term of office: four years**

The Honorary Secretary is expected to

- Carry out duties of an elected council member
  - Act as Director of the Limited Company and Trustee of the Charity with appropriate legal responsibilities
  - Attend meetings of Council at the Society's offices in London; normally four times a year
  - Attend the Society's Annual Scientific Meeting
  - Be responsible for the decision making involved in the day-to-day management of the Society
  - Comment on documents being produced by National bodies e.g. DH, HTS, Royal Colleges, NICE
  - Answer questions raised by members of the public, members of parliament, the press and television, and to attend various meetings
  - Discuss and approve British Pain Society publications
  - Contribute to the debate, discussion and comment pertaining to the day-to-day business of the Council and the Society, as well as helping to formulate the strategic development of the Society in accordance with the Articles & Memorandum of Association
  - Serve on at least one of the sub-committees of Council and one of the Society SIGs
  - Sign a declaration form to state that you are not disqualified from being a Trustee or Director
  - Provide proof of identity and residence to comply with current money-laundering legislation
  - Declare any conflict of interests and any other significant appointments
  - Share responsibility for the budget of the Society
  - Approve the annual report and accounts of the Society
  - Comply with the legal responsibility to ensure that statutory documents are delivered to the Registrar of Companies House as and when required by the Companies Act
  - Comply with responsibilities of an employer under Health and Safety legislation
  - Have a working knowledge of the Memorandum & Articles of Association and Regulations of the Society.
- Liaise with President, other Officers and Secretariat
- Take part in Secretariat appraisals, interviews and other personnel proceedings, that may arise from time to time
- Be responsible with Secretariat for production of Council minutes and AGM for presentation to President for final ratification
- Be responsible for employment, appraisals, disciplinary meetings and overall organisation of Secretariat with other Officers.
- Produce an Honorary Secretary's Report for the Society's quarterly Newsletter
- Prepare the Annual Report, with the other Officers and the Secretariat
- Present the Honorary Secretary's report at the AGM
- Deputise for President if required
- Provisionally approve new membership applications prior to formal presentation to Council
- Manage incoming correspondence, requests, queries from general public, healthcare professionals and other organisations
- Supervise the Election process

Continued overleaf...

The Honorary Secretary is expected to

- Carry out the role of Company Secretary as laid down by the Institute of Chartered Secretaries in charitable organisations (these duties are carried out with the assistance of the Secretariat):
  - Advising the chairman on the agenda for board meetings
  - Ensuring that the company and the board comply with the Companies Acts, the Memorandum and Articles of Association, and various other rules and regulations if relevant
  - The convening of board and company meetings
  - Maintaining the statutory registers i.e. Register of Members, Register of Directors and Register of Directors' Interests
  - Ensure that statutory forms are filled promptly
  - Providing members and auditors with notice of meetings
  - Maintaining the registered office and filing returns with the Registrar of Companies
  - Supplying a copy of the accounts to every member of the company and every person who is entitled to receive notices of general meetings also copies demanded by anyone under section 239 of the Companies Act
  - Keeping or arranging for the keeping of minutes of directors' meetings and general meetings
  - Ensuring that people entitled to do so can inspect company records
  - Custody and use of the company seal (if appropriate)
  - Administering any alterations to the Memorandum or Articles of Association

*You are advised to read the publication '**The essential trustee: what you need to know, what you need to do (CC3)**' produced by the Charities Commission (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>) and the '**Being a company director**' produced by Companies House (<https://www.gov.uk/guidance/being-a-company-director>)*

### **Honorary Secretary Elect**

The role of the Honorary Secretary Elect is to shadow the Honorary Secretary and to assist him/her to carry out his/her role successfully and deputise when necessary.

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### **Dates for the 2022 diary**

Council meetings on Wednesday 14th September 2022 and Wednesday 7th December 2022 (dates may be subject to slight revision).

2022 ASM: 13<sup>th</sup> to 15<sup>th</sup> June in London.