

## Honorary Secretary

### Appointment

Every three years, by members of the Society (Board Regulations 2.3), eligible for re-election. A board member is both a board director and a trustee of the charity.

### Purpose

The Honorary Secretary role is the key role to oversee the governance of the Society within charity and company law and its charter, byelaws, regulations, strategic aims and mission.

To assure, on behalf of the board and the membership, the proper governance of the Society and the compliance of the Society with its statutory and legal obligations.

### Eligibility

The post-holder must be a member of the Society.

The post-holder must be able to release the time to fulfil all duties (estimate 2 hours per week).

Experience in a leadership or management role is desirable.

Experience chairing meetings is desirable

### Duties

- Serve as an officer of board, and an ex officio member of the annals editorial board.
- Ensure the proper maintenance of governance and compliance of the Society in support of the head office function.
- Attend the NOSHC (National Occupational Safety and Health Committee) quarterly online meetings and provide BOHS input.
- Chair the strategy and governance (S&G) board sub-committee meetings.
- Ensure the proper operation of board meetings and work with the CEO and head office team to secure efficient and effective governance of the Society.
- Support the BOHS office to ensure notices and agendas for general meetings, including the annual general meeting and extraordinary general meetings (Byelaws 7) are issued in a timely manner.
- Support the BOHS office to ensure minutes of these meetings are produced and facilitate effective action as decided by the meetings (Regulations 3.3, 1.3, 3.3.2).
- Support the BOHS office to ensure notices of elections are issued and nominations received for officers and board members (Regulations 2.5).
- Act as a key focal point for the monitoring and management of risk.
- Together with other officers, act when required as one of two co-signatories of cheques, etc. drawn on Society accounts (Regulations 3.1, financial principles and operational guidelines).
- Assign board members to a member of the Exec for the board 1:1s each Dec.
- Collate the 1:1 feedback from the Exec into a report for discussion at the Q1 meeting.

## Other responsibilities

(The Honorary Secretary is a board member, director, and a trustee of the charity, but enjoys full indemnity for their activities.)

In addition to the above responsibilities, as a board member and trustee, to represent the interests of members and to work with other board members and the officers of the Society to provide governance and direction for the Society through the effective strategic oversight of its operations and the work of the head office, including:

- oversight of risk
- oversight of financial management
- oversight of compliance within the context of charity and company law
- focus on the realization of the mission and strategic aims of the Society
- advice to, support and oversight of head office functions, as reported in quarterly meetings
- upholding standards
- identifying reserve powers
- engaging in pro-active, positive communications with members

## Who reports to the Post-holder?

No-one.

## Does the appointment attract any payment?

Article 5.1 of the Royal Charter prohibits payment of directors/trustees but expenses, in accordance with the Society's policies, may be claimed.

## Commitment

Attend four board meetings per year in addition to the away day (face to face where possible).

Chair four strategy and governance (S&G) board sub-committee meetings per year (online)

Attend four NOSH four meetings per year (online)

Attend annual Annals Editorial board meeting (2 - 3 hours). It is usually held online but every few years there is a face-to-face meeting during the annual conference.