

Job Description

BSACI Honorary Secretary

Role purpose

The Honorary Secretary (also known as Director/Trustee) is one of eight and is also a member of the BSACI Council. The Honorary Secretary is responsible for the governance of the charity by ensuring compliance with relevant legislation and meeting the requirements of the Charity Commission.

Tenure

The term office is for 3 years and the Honorary Secretary can be re-elected for a second consecutive three-year term.

Key Areas of Responsibility

- Ensuring BSACI fulfils its charitable objectives and acts by the Charity Commission's good governance guidelines
- Working with the trustees to ensure BSACI governance policies are developed, reviewed periodically and implemented
- Having oversight of the election process that takes place within the BSACI
- Leading on amendments to the rules of the Society
- Providing leadership with regards to the implementation of the BSACI 'Declaration of Interest' policy
- Providing strategic direction and support on BSACI membership and the Society
- Working with fellow trustees to fulfil the BSACI's objectives and smooth operation of the Society
- Representing the Society when required at internal and external meetings
- Responding where appropriate to media requests for interviews coordinated by the BSACI Office

- Providing Secretary report and attend the three BSACI Council meetings each year
- Attending a monthly two-hour virtual Senior Leadership Team meeting
- Presenting the Secretary's report at the BSACI AGM (Annual General Meeting)
- Reviewing all membership applications prepared by the Membership Officer prior to the trustees' approval
- Sitting on recruitment and disciplinary panels as required
- Working closely with the Membership Officer to develop a BSACI membership strategy

Person Specification

Criterion	Essential	Desirable
<ul style="list-style-type: none"> • Eligibility 	<ul style="list-style-type: none"> • Current member of the BSACI • Substantive NHS post for at least three years in Allergy, Clinical Immunology or a related speciality • Licence to Practice • Demonstrable commitment to a CPD programme 	
<ul style="list-style-type: none"> • Experience 	<ul style="list-style-type: none"> • Prior experience of a significant leadership role • Experience of chairing committees 	<ul style="list-style-type: none"> • Experience in the governance of an organisation • Experience in strategic development within an organisation
<ul style="list-style-type: none"> • Knowledge 	<ul style="list-style-type: none"> • Evidence of diversity training within the previous five years 	<ul style="list-style-type: none"> • Understanding of HR issues or willingness to gain knowledge through training
<ul style="list-style-type: none"> • Communication Skills and Behaviours 	<ul style="list-style-type: none"> • Willingness to speak their mind with good written and verbal skills • Ability to communicate effectively with all 	

	<p>stakeholders</p> <ul style="list-style-type: none"> • Ability to work to tight timescales 	
<ul style="list-style-type: none"> • Personal Qualities (Attributes) 	<ul style="list-style-type: none"> • Acts with honesty, integrity and professionalism always • Willingness to devote the time to a Trustee role 	
<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Agreement from NHS Trust to be released to fulfil the role 	

Reviewed March 2024