

Society for Longitudinal and Lifecourse Studies

Role of Honorary Secretary

The role of Charity Secretary is to support the Chair in ensuring the smooth functioning of the board.

General responsibilities

- To advise committee members that the Society complies with its constitution, charity law, and any other relevant legislation or regulations;
- To advise committee members that the Society pursues its objects as defined in its constitution;
- To advise committee members that the Society applies its resources exclusively in pursuant of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the committees' role in giving firm strategic direction to the Society, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets;
- To safeguard the good name and values of the Society;
- To ensure the effective and efficient administration of the Society;
- To build and maintain membership of the Society;
- To support the Chair and Treasurer in protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

Other duties

In addition to the above duties, each member should use any specific skills, knowledge, or experience they have to help the committee reach sound decisions. This may involve:

- Scrutinising board papers;
- Leading discussions;
- Focusing on key issues;
- Providing advice and guidance on new initiatives;
- Other issues in which the member has special expertise.

Additional duties

Either personally or by delegation, the Secretary should:

- Check that a quorum is present at meetings;
- Check that the committee and staff have carried out action agreed at a previous meeting;
- Sit on appraisal, recruitment, and disciplinary panels as required.

Secretary person specification

- Commitment to the organisation;
- Willingness to devote the necessary time and effort;
- Strategic vision;
- Good, independent judgement;
- Ability to think creatively;
- Willingness to speak their mind;
- Understanding the acceptance of the legal duties, responsibilities, and liabilities of being a committee member;
- Ability to work effectively as a member of a team;
- Demonstrating selflessness, integrity, objectivity, accountability, openness, honesty, and leadership;
- A strong organisational ability;
- Knowledge or experience of business and committee procedures.