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| [The Voice for Breast Surgery in the UK](http://www.associationofbreastsurgery.org.uk/Content/home.aspx) | Association of Breast Surgery  at The Royal College of Surgeons of England  35-43 Lincoln’s Inn Fields, London WC2A 3PE  Telephone 020 7869 6853 Facsimile 020 7869 6851  www.associationofbreastsurgery.org.uk |

**Honorary Secretary Role Description**

**Association Office**

* The Honorary Secretary shall liaise with the Association Manager of the Association in relation to its day-to-day running
* The Honorary Secretary shall ensure that line management and appraisal arrangements are in place for all staff employed by the Association
* The Honorary Secretary shall liaise with the President over the recruitment of staff as necessary.

**Governance**

* The Honorary Secretary will be a Trustee of the Association and must attend at least two Executive Board meetings per year
* The Honorary Secretary will receive the minutes from all the Association’s Committees and liaise with the Chairmen and members as appropriate
* The Honorary Secretary will be responsible for reviewing the Association’s articles and proposing required changes to the Trustees

**Elections**

* The Honorary Secretary shall be responsible for arranging the appointment of new Officers, Committee members and other ABS office holders

**Membership**

* The Honorary Secretary shall consider and confirm the applications of all new members to the Association
* The Honorary Secretary shall review the categories and criteria of membership and propose such alterations as are required to the Trustees
* The Honorary Secretary shall be responsible for generating the Association’s strategy for the recruitment of new members to the Association.

**Finances**

* The Honorary Secretary will be a co-signatory on all ABS bank accounts and will co-approve all invoices over £1,000 with the Treasurer and expense payments for the Treasurer with the Association Manager.

**Media Enquiries**

* The Honorary Secretary will assist the President and Vice President, as required, in dealing with media enquiries.

**External Affairs**

* The Honorary Secretary shall represent the Association on other external committees and bodies as deemed necessary
* The Honorary Secretary shall deal with routine correspondence received by the Association

*All ABS posts are voluntary and we appreciate that the post holder will need to fit in their ABS work around clinical and other commitments. However to ensure the effective running of the Association we do require Trustees to be able to commit to responding to urgent issues within a week and non-urgent issues within two weeks, unless a Trustee is on leave or there are extenuating circumstances (that the President/Association Manager should be made aware of). The Trustees are in a position to assign the Chair a deputy in special circumstances if required.*