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 liaise with the President to 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 70% of 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
- The Honorary Secretary will liaise closely with the President and refer matters to them as appropriate.

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 shall act as co-signatory on the ABS bank accounts.

- The Honorary Secretary shall co-approve with the Honorary Treasurer all payments over £1,000 (unless in their absence the President does this)
- The Honorary Secretary shall co-approve all payments to the Honorary Treasurer and Association Manager (unless in their absence the President does this)

External Affairs

- The Honorary Secretary shall represent the Association on other external committees and bodies as deemed necessary, including the RSC England Cancer Services Committee and the Pathology Big 18.
- The Honorary Secretary shall deal with routine correspondence received by the Association
- The Honorary Secretary shall be the first point of contact for media enquiries and external enquiries.