The role of the Honorary Secretary within the British Ecological Society is to support the effective working of the Executive Team and the Board of Trustees, and oversee the smooth running of the Annual General Meeting.

In addition to the general responsibilities of a trustee, duties of the Honorary Secretary are as follows:

- Being the link between the Trustees and the Executive Team
- Chairing the Personnel Committee
- Overseeing the annual appraisal of the Executive Team
- Providing help, support and advice to the Chief Executive on HR matters
- Being available to the Executive Team to listen to concerns and issues
- Ensuring effective performance appraisal of the Board of Trustees
- Overseeing the arrangement for the Annual General Meeting (AGM), presenting an overview of the Society’s activities to the AGM and ensuring that the election process runs smoothly
- Sitting on appraisal, recruitment and disciplinary panels as required

The term of office for the Honorary Secretary is 3 years and the maximum number of terms of office that can be served consecutively is 2 terms.

The Honorary Secretary is expected to chair 2 meetings of Personnel Committee, attend 4 meetings of the Board of Trustees, attend the AGM and attend a joint strategy day each year.

**Person specification**

In addition to the person specification for a trustee, the Secretary should have the following qualities:

- Tact and diplomacy
- Experience of leading teams
- Experience of HR and relevance of statutory legislation or a willingness to gain knowledge through training
- Organisational ability
- A willingness to be available to staff for advice and enquiries on an ad hoc basis