

Honorary Secretary attributes

Essential

- An understanding of issues relating to secretarial committee support
- Able to communicate effectively with people at all levels of organisations
- Be able to liaise with committee members to promote and work collaboratively to support the DHP work
- Be committed to working to the goals of the DHP
- An understanding of issues relating to confidentiality of personal data
- Ability to be released from work to attend (reasonable number) of meetings relating to this role over the term of office
- Committed to represent the variety of membership within the DHP
- Committed to uphold and maintain the highest standards for Health Psychology
- BPS Chartered Health Psychologist (or eligible)

Desirable

- Experience of participating as a member of a DHP committee or (sub)committee
- Experience of acting as an Honorary Secretary of a professional body, voluntary organisation or other relevant experience
- Experience of taking responsibility or holding senior positions