

# Committee Role descriptions

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## Honorary Secretary

**Purpose:** The Member Network Secretary supports the Chair in managing the Committee, to ensure they are working within the boundaries of the Society Objectives and Strategic Plan.

**Term:** See member Network rules for tenure.

**Accountability:** The Secretary is accountable to the Society, the MN Committee they serve and its members. It is a duty of the Secretary to ensure that they are familiar with governing documents, Policies and Guidelines for the Society and Member Networks ([mor.bps.org.uk](http://mor.bps.org.uk)).

### Activities

Tasks include:

- a) Ensuring meetings are effectively organised, in collaboration with the MNS Team, where appropriate.
- b) Requesting and collating agenda items and any relevant documentation.
- c) Confirming Committee meeting details, location, time of meeting etc. (Providing dial-in details if required) and circulating to the Committee prior to meetings (in collaboration with the MNS Team, where appropriate).
- d) Recording apologies prior to meetings and advising the MNS Co-ordinator of any resignations and/or new members joining the Committee.
- e) To liaise with MNS to arrange induction/s for new Committee Member/s.
- f) Noting and responding to communications between meetings and ensuring these are disseminated accordingly.
- g) Uploading relevant documents onto the Members Online Resource (\*\*MOR) for secure storage and making accessible to Committee members.
- h) Communicating with Committee Members and others, to encourage timely completion of tasks.
- i) Utilising the Members Online Resource (MOR) to report on Membership data as and when required.
- j) Providing guidance and support to new Committee Members with regards to Society's policies and procedures, and where to find this information prior to undertaking activities on behalf of the Society.
- k) To liaise with the Chair and MNS Team to co-ordinate the AGM and ensure that appropriate reports are submitted on time to be posted/printed.

**Knowledge, skills & experience**

- Communication skills
- Organisation skills
- Ability to record meeting (taking minutes)
- Supportive of Committee

**Relevant Documentation**

Documentation is available upon request from the MNS Team.

\*\* Members Online Resource (MOR) contains useful information about the Society and its processes, as well as supporting documentation. Details how to access this area on the website you will need your BPS membership number and website password. ([mor.bps.org.uk](http://mor.bps.org.uk))

## Honorary Treasurer

**Purpose:** The Member Network (MN) Treasurer is responsible for tasks relating to financial matters and supports the MN in adopting a business focused and transparent way of working.

**Term:** See member Network rules for tenure.

**Accountability:** The Treasurer is accountable to the Society, the MN Committee they serve and its members. It is a duty of the Treasurer to ensure that they are familiar with governing documents, Policies and Guidelines for the Society and Member Networks ([mor.bps.org.uk](http://mor.bps.org.uk)). The Treasurer is not responsible for keeping financial records.

### Activities

Tasks include:

- a) Working with the Chair, and appropriate members of the committee, to prepare an annual 'Business Plan' of proposed expenditure against projects subject to Committee approval.
- b) Providing the MN Committee with up-to-date financial data relating to the budget, including current and projected spend, as provided by the Society Financial Team.
- c) Assisting with the development of the MN Strategy, particularly in relation to finance.
- d) Being the first point of contact relating to all Committee financial queries.
- e) Evaluating budgetary information, as listed on the Member Online Resource (\*\*MOR)
- f) Making recommendations on financial priorities and spend in line with the Society Strategic Plan and in consultation with the MN Committee.
- g) Preparing the Treasurers annual report to be submitted to the membership at the AGM within the specified timescales provided by the Member Network Services Team.
- h) Liaising with Member Network Services and the Finance Team as required.
- i) Attending committee meetings plus any additional meetings required for the role as well as executing any actions that may arise as appropriate.
- j) To receive quarterly statements from the MNS Team and disseminate as appropriate with Committee members.

### Knowledge, skills & experience

- Experience in successfully managing budgets and/or a financial background.
- Respect confidentiality and demonstrate high levels of integrity.
- An ability to demonstrate initiative and deliver on agreements.
- To be well-organised, keep clear records and able to complete tasks in a timely manner.
- Excellent written and verbal communication.

**Relevant Documentation**

Documentation is available upon request from the MNS Team.

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