

General Secretary

Term of Office: 3 years + one year as General Secretary-elect

Overall purpose of the role:

The role of the General Secretary is a Trustee-Director position (i.e. a Trustee of the Society as a charity and a Director of the Society as a UK registered company limited by guarantee) and as such the General Secretary is a member of Council and of the Officers sub-group. The General Secretary has oversight of the structure and effectiveness of the Society for Endocrinology's staff and office and is the line manager of the Chief Executive. The role also is an *ex-officio* Non-Executive Director of the Society's trading subsidiary, Bioscientifica Limited.

The Council of Management, known as Council, is the governing body of the Society for Endocrinology. It is responsible for setting the strategy and overall policy of the organisation and for overseeing the implementation of the strategy and the efficient and effective administration of the Society by the executive. [See Council remit.](#)

Specific responsibilities

- Oversee membership structure and administration of the Society.
- Key point of contact between the staff of the Society and Bioscientifica and Council.
- Lead officer for publications.
- Line manages the Chief Executive including conducting biannual performance reviews of the Chief Executive with the Chair of the Bioscientifica Board.
- Assist in the appointment of leadership roles forming part of the Society's Executive Team.
- Acts as the first point of contact for Trustees on governance concerns.
- Oversee remuneration of the Society's employees.
- Deputises for President as required.
- Chairs relevant Working Groups, as and when required.
- Member of Nominations Committee.
- Chair some of the Society's award lectures at SfE BES and other events as appropriate.
- Deliver a verbal report at the Society's Annual General Meeting.
- Horizon scan for opportunities and threats to the Society.

Trustee-Director responsibilities

The Society for Endocrinology is both a UK registered charity and a company limited by guarantee. The General Secretary serves both as a Director of the company and as a Trustee of the charity. They are accountable to the Society's members, via the President, and have legal and fiduciary responsibilities including:

- As a director of the company, elected Council members must: act within their powers; promote the success of the company; exercise independent judgment; exercise reasonable care, skill and diligence; avoid conflicts of interest; not accept benefits from third parties; declare interests in proposed or existing transactions or arrangements with the company.
- As a trustee of the charity, elected Council members must follow the principles of: organisational purpose, leadership, integrity, decision-making, risk and control, board effectiveness, equality, diversity and inclusion, and openness and accountability.
- Accountability for the finances and expenditure of the Society, including its investments, and ensuring that the charity is solvent and that its finances are managed in a sustainable way and funds applied legally and fairly, including setting the reserve level, approving budgets and annual accounts.
- Setting the Society's strategy and monitoring its implementation in line with aims and values.
- Representing the interests and needs of all members and beneficiaries, and not a subset.
- Ensuring appropriate equality, diversity and inclusion practices are in place across the Society to foster talent and ensure the membership is represented and best served.
- Ensuring the governance of the Society is appropriate including decision-making structures and processes to effectively manage risk as well as proactively advance the work of the Society. Ensuring policies and processes are up-to-date, clearly documented and transparent to the membership.

Required input

- Chairing the Remuneration Group (1 meetings pa).
- Attending Council meetings (2 meetings pa).
- Attending Officers meetings (3-4 meetings pa).
- Attending Nominations Committee meetings (1 meeting pa).
- Attending Bioscientifica Board meetings (3 meetings pa).
- Actively contribute to discussion and decision making.
- Responding in a timely manner to Committee, Bioscientifica and Council business conducted by email.
- Occasionally representing the Society at external meetings.
- Acting as an ambassador for the Society, promoting the Society and its best interests at all times.

Required skills

- Ability to listen to different perspectives, challenge ideas constructively and make decisions that support the goals of the committees and the strategy of the Society.
- A comprehensive understanding and commitment to the legal duties, responsibilities and liabilities of a charity Trustee and company Director.
- Understanding of the opportunities and challenges facing different groups of Society members and the field of endocrinology more broadly.
- Understanding of financial metrics and ability to critically review management reporting.
- Ability to think and act strategically, listen to different perspectives, challenge ideas constructively, and make strategic decisions.
- Commitment to the aims and values of the Society and willingness to act as an ambassador.
- Clear understanding of equality, diversity and inclusion.
- Ability to oversee the appropriate governance of a complex organisation including the identification and pragmatic management of risk.
- Ability to respond promptly to assist Chief Executive, other Trustees, Officers Group and Bioscientifica Board.