



**The British Medical Ultrasound Society
Officer's Job Description**

Role: BMUS Honorary Secretary

The role of the Hon. Secretary is to report on the Society's activities and ensure that the Society meets its charitable objectives in accordance with its Memorandum and Articles. The Hon. Secretary is responsible for official communication with BMUS members.

The Hon. Secretary works alongside the other Officers (Hon. Treasurer, Development Officer, President Elect and President) as the leading members of Council. The Hon. Secretary, Hon. Treasurer and Development Officer are elected from Council having shown that they are committed to the core aims of the Society and have worked effectively to advance them.

Specific responsibilities

To be an ideal Honorary Secretary, you must:

- Ensure that all meetings and elections are conducted in accordance with the Society's Memorandum and Articles.
- Advise BMUS Council and Officers if there is a need to update the Constitution.
- Liaise with the Charities Commission and Companies House on behalf of BMUS.
- Present an end of year report at the AGM.
- Ensure that all Council Members, both voting and non-voting, are fully aware of their legal obligations and duties as Directors and Trustees of the Society.
- Work closely with the Executive Officer in recruiting and retaining members of the Society, and monitoring BMUS membership.
- Oversee the non-numerical parts of the Annual Report as drafted by the Executive Officer are accurate and properly reflect the activities of the Society in the year under review.
- Work closely with the Website Editor to develop the BMUS website for the benefit of members.
- Ensure that all committees have up to date terms of reference.
- Work closely with the Executive Officer to ensure that membership applications are dealt with in accordance with the Memorandum and Articles.
- Monitor awards given by the Society, and ensure that they are awarded in accordance with their terms and conditions.
- Fully participate in the Annual Scientific Meeting.

- Fulfil other assignments as the Council / Officers agree are appropriate and desirable for the Honorary Secretary to perform.
- Fulfil all other duties and responsibilities required as a Trustee and Member of Council of the Society.

Communications

- End of year report presented at the BMUS AGM.
- Oversees the non-numerical parts of the Annual Report as drafted by the Executive Officer.
- Attends BMUS Officers and Council meetings.
- Steers Newsletter content to reflect the activities of the Society and provide information to members. Prepares regular reports of the Society's activities for inclusion in the Newsletter.
- Works closely with the Executive Officer to communicate calls for nominations and invitations to the AGM in accordance with the Memorandum and Articles.

Term of office

The Hon. Secretary is elected by Council with a 2-year term of office, commencing on the 1st of January. Officers may be re-elected for a further 2 years but should serve no longer than 4 consecutive years in the same post. The maximum is 6 consecutive years across all three Officers' roles (unless elected to President Elect).