



**Job Description: Secretary of the BSPED**

<b>Job title:</b>	Secretary of the BSPED (Executive Committee member)
<b>Appointment:</b>	Nomination via membership and election via e-vote of the membership. Appointment announced at the AGM.
<b>Eligibility:</b>	Member of the BSPED
<b>Desirable criteria:</b>	Excellent leadership and organisational skills Broad knowledge of paediatric endocrinology and diabetes Previous experience on a committee Must be available for society business and queries on an ad-hoc basis
<b>Accountable to:</b>	BSPED Chair, BSPED membership, Companies House, Charity Commission, Executive Committee.
<b>Term of office:</b>	One term of three years with the possibility of extending for one additional year. The election of a successor should be conducted at the end of the penultimate year of office to allow for a 1 year handover of duties and responsibilities.
<b>Support:</b>	BSPED Office (operated by the Society's Association Management Services provider)

**Role:**

The Secretary is responsible for the smooth running of BSPED and for ensuring that it functions according to its constitution. The key responsibilities are:

1. Working with the BSPED Office to convene meetings of the Executive Committee and Annual General Meetings, and ensure that:
  - a. They are convened and managed according to the constitution, including all elections and balloting
  - b. The agendas and papers are circulated in advance
  - c. The minutes are accurately prepared and circulated in a timely fashion
  - d. Actions are carried out as designated
2. Attending and contributing to Executive Committee meetings (approximately 4 per year) and the Clinical Committee meetings (4 per year) to provide the Executive report (orally).
3. Attending business meetings as necessary at the Annual Conference on behalf of the BSPED, including with Society officers and representatives, patient support groups and industry representatives.
4. Working with the BSPED Office , taking responsibility for membership management and recruitment, including:
  - a. Monitoring and reporting on trends in membership numbers
  - b. Ensuring new members are admitted according to the rules



- c. Ensuring that the rules remain applicable and satisfactory
- 5. Taking responsibility for the monthly BSPED newsletter (and other member communications), working with BSPED Office to ensure that:
  - a. It covers relevant and appropriate content
  - b. It is distributed in a timely manner
  - c. It meets the needs of members
- 6. Taking responsibility for all contractors and suppliers, including:
  - a. Ensuring that contracts are in place where required
  - b. Ensuring that activities are carried out satisfactorily
- 7. Along with other Executive Committee members, acting as the voice of the BSPED externally. Key areas of representation are:
  - a. The RCPCH, with whom the BSPED is affiliated
  - b. Other endocrine societies, especially the Society for Endocrinology and the European Society for Paediatric Endocrinology
  - c. National Institute of Health and Clinical Excellence (NICE)
  - d. Other national societies including the ACDC
- 8. Participating in other BSPED Committees as required
- 9. Leading project work where necessary
- 10. Participating in Executive Committee discussions via email on key matters relating to the Executive Committee and BSPED business, responding in a timely manner.
- 11. Being a Director and Trustee of BSPED
  - a. Be registered as a [Director of the registered company](#) and [Trustee of the charity](#).
  - b. All Executive Committee members have a responsibility to ensure that BSPED is managed legally and to best practice and to ensure that it does not enter into any financial obligations that it does not have funds to meet. All Executive Committee members have equal responsibilities in law to act honestly, fairly, in good faith and in the interests of BSPED. No Executive Committee member may put the interests of another organisation, or of a subset of members, before the general good of BSPED.
- 12. Conflicts of interest
  - a. Provide details to the BSPED Office of any conflicts of interest that may be relevant to their role as an Executive Committee member. These will be added to the Declaration of Interests Register held by the BSPED Office and circulated ahead of each Executive Committee meeting.
  - b. Sign a declaration confirming that they are eligible to serve as a Trustee under UK Charity Law.

All papers and minutes must be treated in strictest confidence

Second class travel expenses and associated costs will be met by the BSPED. Executive Committee members will not otherwise be remunerated.