

Role Profile

BAUN Honorary Secretary

Role:

To support the function and business of the Association and to ensure the continued and efficient conduct of its administrative activities.

Responsibilities:

1. To assist the President in ensuring the affairs of the Association are managed in accordance with the requirements of the Charities Commission, the Companies Act and Memorandum and Articles of Association
2. To further the aims and objectives of the Association by whatever means are appropriate.
3. To actively promote the professional standing of the Association and support the interests of members.
4. To liaise with the Association's nominated secretariat/administrators to ensure the smooth and continued administration of the Association's functions.
5. To organise, attend and prepare the agenda for the Annual General Meeting, BAUN Council meetings and any extraordinary general meetings.
6. Plan council meeting locations and venues with the Associations nominated secretariat/administrators and have forward plan for council meetings on a yearly basis.
7. To manage the production of meeting minutes in conjunction with the BAUN secretariat.
8. To represent the Association at external meetings, symposia and conferences when invited to do so.
9. To act in a mutually supportive role to other Executive Officers, directors/trustees and members.
10. To communicate with members as required. Arrange Executive team meetings via electronic or face to face interaction.
11. To maintain communication with the sub group Leads.
12. To produce a report using standard templates, detailing activities undertaken on behalf of the association for inclusion in the association's annual report and presented at the annual general meeting.
13. To be a reviewer for the BAUN journal IJUN (international journal of urological nursing). The Editors will make contact directly requesting areas of professional interest and expertise.

14. In addition to the above statutory duties, every trustee should use any specific skills, knowledge, or experience they have which can help the board of trustees reach sound decisions. These may involve:

- Scrutinising board papers
- Scrutinising board accounts
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Role criteria:

The Secretary must:

- Be a full member of the Association
- Be fully conversant with the workings of the Association
- Be familiar with the past history, current philosophies and strategic direction of the Association
- Have proven administrative skills
- Have project management skills
- Have advanced knowledge of the principles and practice of urological nursing
- Have high level oral and written communication skills
- Have the support of their employer regarding time commitment necessary to complete the role
- Be able to commit enough time to fulfil the role effectively with the support of their Employer, the Demands upon the role require flexibility, communication and good time management.

Duration of office:

Elected by BAUN Council for a three-year term, may serve a second term of office as elected by Council

Reports to:

BAUN President and Council

Accountable to:

BAUN Membership

Meetings:

BAUN Council: four meetings per year (8days)

BAUN Annual General Meeting, annual conference and exhibition.

Further reading:

www.baun.co.uk

BAUN Articles of the Association <http://www.baun.co.uk/about-baun/baun-constitution/>

Charity commission <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>