**POSITION OF HONORARY SECRETARY**

**JOB DESCRIPTION**

The Secretary is a senior Office Bearer in the College with lead responsibility for promoting Fellowship and Membership, for the elections of the President, Vice Presidents, Council and UK and Overseas Regional Advisers, for the corporate database, and subscriptions collections. The term of office is three years.

The Secretary has designated secretarial support and a team of four full-time and one part time member of staff to process Fellowship applications and undertake the other duties listed below.

## Membership/Fellowship

The Secretary plays a key role in the following:

* Revising criteria for Fellowship as approved by the Fellowship Committee and Council.
* Optimising nominations for Fellowship and streamlining the nomination process.
* Approving Fellowship nominations at Fellowship Committee (usually 5 times per year). Participation by video link or telephone is possible.
* Responding timeously to day-to-day enquiries from the Membership Services team, such as issues in relation to Fellowship elections, enrolment of new Members, Regional Adviser or Council election matters, or Office Bearer appointments.
* The Disciplinary Group comprises the Secretary and one of the Vice Presidents. The Group considers GMC cases as they arise and is responsible for making recommendations to Council about how these cases should be dealt with.
* Ensuring the accuracy and completeness of the corporate database.
* The annual collection of subscription payments from Fellows and Member; policies relating to subscriptions in liaison with the Head of Membership.
* Chairing the Membership & Fellowship Strategy Group (MFSG); liaising with the SMT for Membership regarding the agenda.

**2 UK and Overseas Regional Advisers and Link Fellows**

The Secretary is responsible for the election of UK and Overseas Regional Advisers, with the support of the administrative staff within the department. The Secretary attends monthly online meetings with the President, Vice Presidents and UK Regional Advisers, and is responsible for the UK Regional Advisers’ Strategy Meeting which is chaired by the Secretary.

The Secretary is responsible for oversight of the appointments of Link Fellows by UK Regional Advisers.

**3 College elections and appointments and changes to the Laws**

The Secretary has official responsibility for arranging the College elections and for the formal appointment of Office Bearers. This includes the elections of the President and Vice Presidents, and Council (Civica Election Services, formerly Electoral Reform Services, carries out counts), the elections of UK and Overseas Regional Advisers and elections to the Trainees & Members’ Committee. The Secretary, supported by the College Clerk, is responsible for formally presenting changes to the Laws of the College as proposed by Council to College meetings.

**4 Council**

Council meets five times a year. This is a half day meeting (usually in the afternoon). These meetings are linked where possible to Membership Diploma Ceremonies and New Fellows’ Ceremonies.

**5 College Meetings**

The Secretary signs off on the Billets for Ordinary, Extraordinary and Annual Meetings of the College, which are chaired by the President. Currently, the College holds the Annual Meeting in November and Ordinary or Extraordinary Meetings as required. The Secretary is responsible for proposing certain motions on behalf of the College.

**College Official Functions**

There are a number of College functions throughout the calendar year. In the main, formal ceremonies and/or dinners are held in the College. The Secretary would be expected to attend as many of these as possible but must attend Admission Ceremonies for New Fellows (usually two per annum). The Secretary prepares and delivers a citation for each of the New Fellows presented at these ceremonies. He/she also signs all College Diplomas (Fellowship diplomas and College-specific Examination Diplomas).

**Personal Note from former Secretary on Level of Day to Day Involvement**

The position of Secretary of the Royal College of Physicians of Edinburgh is an honour which involves three years of dedicated contact and service to the College. The Secretary is in almost daily contact with the excellent support staff who have many years of experience in liaising with Members and Fellows in the UK and worldwide on a variety of issues particularly relating to application for Fellowship. The Secretary must exercise great diplomacy to all Members, Fellows and Regional Advisers at all times, and must also handle Fellows with tact and a gentle touch while preserving the College's rules of confidentiality and the College’s policies. The position of Secretary involves some time involvement if the appointed person is in a full-time NHS Consultant post. This must be negotiated in advance with his/her employer.

* 5 Council meeting per year
* The St Andrew's Day Festival - 2 days (and Annual Meeting of the College)
* The Regional Advisers' Strategy Meeting (all day)
* Monthly online meetings with the President, Vice Presidents and UK Regional Advisers
* 5 Fellowship Meetings each lasting up to 2.5 hours (evening meetings)
* Membership and Fellowship Strategy Group - as required
* Other meetings as required

The post requires rapid responses to the staff who take great care in preparing correspondence for editing. The Secretary must be a good team worker and must establish a working relationship with the President and the CEO. The job can be undertaken from outside Edinburgh, as the last four former Secretaries have done. It is a rewarding job without being excessively overbearing on time. It is an excellent post for a Fellow who wishes to promote the College, participate in Council, examine in PACES, help in Fellowship selection and expand this important aspect of his/her career. It is especially rewarding to be a small part of the running of an ancient and world-renowned institution.