

Roles and Responsibilities of the SfAM General Secretary

The Society's affairs are governed by the Executive Committee (EC).

Although the Society is a limited company it is also a registered charity. Any EC member is regarded as a Trustee of the Society under charity law. Therefore, there is joint responsibility for the overall conduct of society affairs. This must ensure that the spirit of charity law is fully observed. In addition, all Trustee positions within the EC are also Directors of the company.

The EC meets at least three times per year. All meetings have a formal agenda and are minuted. Meetings are normally held in March/April, July, and November.

The General Secretary (GS) works with the Chief Executive, President and the remaining trustees to set the strategic direction of the Society, including the high priority items for discussion, decision or celebration at EC meetings. This role will also deputise for the President where necessary and liaise regularly with the other Officers (President, Treasurer, Scientific Programmes Secretary and Chief Executive) to remain actively involved with relevant Society activity.

The GS is elected for a three-year term of office at an AGM. The term of office will end at the third AGM following appointment. Re-appointments are permitted for up to three consecutive further one-year terms of office, after which a one-year break period is required. The position is nominated by the EC and proposed at the society's AGM.

All requirements of a trustee apply to the GS role. The following is a brief expectation of the extra requirements of the General Secretary.

- Work with the Chief Executive (CE), President and the EC to set a strategic direction for the Society.
- Be aware of high-level day-to-day operational activities.
- Work with the President to set annual performance targets for the CE. In addition, review the performance of the CE twice a year and liaise with the HR Manager to communicate the outcome.
- Seek and communicate guidance from the HR Manager on any relevant staff matters.
- If the need arises, work with the President, to implement the staff grievance and disciplinary procedure as necessary.
- Maintain regular contact with the staff team.
- Work with the President and CE to set the agenda for all meetings of the EC.
- Be an active member of relevant society subcommittees and working groups.
- Attend all relevant SfAM events and act as Chairperson for scientific sessions as required.
- Represent the Society at relevant external events.
- In the absence of the President, act as Chair at EC meetings and the annual Society AGM.

- Receive and table 'any other business' from Society members for discussion at the AGM.
- Be an active member of Society funding award panels as required including reviewing and making recommendations for acceptance or rejection.
- Act as the Society's delegate to FEMS including providing letters of support for SfAM members applying for FEMS awards/grants and providing relevant information to/from FEMS as required. e.g. the annual report of the Society's activities.
- Represent the Society as the FEMS delegate at the annual FEMS Council meeting and any other relevant FEMS meetings.
- Undertake relevant training as required including in Equality, Diversity & Inclusion, and Charity Governance.
- Actively promote the society within their own organisation and relevant networks.
- Act as an Officer of the Society and in doing so, participate in Officers meetings and be an active member of the Finance Audit and Risk Subcommittee.