

# British Society of Abortion Care Providers

## Secretary - Job Description

### Outline of the role

The Secretary will have specific responsibility to work with the Chair(s), Officers and Staff to ensure that BSACP keeps its administration in good order.

The Secretary will support the Chair(s) and contribute to the overall goals of the BSACP.

The Secretary is a member of the BSACP Council by virtue of their position.

### Responsibilities of the role

The Secretary will have the following responsibilities:

1. To work with the Chair(s), Officers and the Staff to ensure that BSACP and its aims are supported at all times.
2. To be responsible for the following areas of BSACP work:
  - a. To ensure the smooth running of the administrative processes of BSACP
  - b. To provide members with a secure, confidential Discussion Forum

### Reports to:

Chair(s) and Council

### Main duties:

1. Attend 80% of Council and Officers' meetings (held in person and online)
2. Drafting and revision of the Constitution
3. Ensure agendas are presented and minutes drafted for all formal meetings
4. Oversee all arrangements for the Annual General Meeting
5. Ensure all positions are filled according to BSACP procedures
6. Main point of reference for the Operations Manager
7. Act as a Moderator to the Discussion Forum
8. Oversee website
9. Oversee social media
10. Act as a spokesperson for BSACP
11. Advise the Chair(s), Officers and Council on all matters relating to their areas of responsibility in a timely manner

12. Lead specific projects as required by the Chair(s) and Council.

13. Conform to BSACP policies and procedures

These duties may change from time to time by agreement.

### Key working relationships:

- Chair(s) and other Officers/Council members
- Staff
- Representative of Discussion Forum

### Commitments:

- Oversight of BSACP processes
- The Secretary is required to attend the BSACP Council, the Officers' Group, the Annual General Meeting and other relevant committees.

### Terms:

The Secretary shall hold office for three years and be eligible for election to one further term of three years. Election takes place at the Annual General Meeting of the Society.

The position is not remunerated, although BSACP will reimburse travel and subsistence expenses incurred when on official duties.

### Skills and attributes:

It would be desirable for candidates for election to the role of Secretary to demonstrate that they are of good standing and have:

- a good understanding of the workings of BSACP
- good communication skills
- the respect of peers and confidence of the profession and specialty

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