

## HONORARY CENTRE SECRETARY ROLE DESCRIPTION

<b>1. <u>Appointment</u></b>	
Title:	<b>Honorary Centre Secretary</b>
Length of Term:	Not fixed
Reports to:	Centre Chair and Centre Council
Appointment:	<p>The Honorary Centre Secretary role is an appointment made by the Centre Council “from time to time”. This means there is no fixed period of office for the post and that a new person can be appointed to it as and when necessary - this usually done annually and confirmed at the Centre Annual General Meeting in March / April, but can be done at any other time as circumstances dictate.</p> <p>Candidates for the role must be a CIWM Member within the Centre, but need NOT be a Corporate Member of the Institution or an elected Centre Council member. However, in most Centres the Honorary Centre Secretary is an elected member of the Centre Council and therefore a Corporate Member of the Institution who can vote in Centre Council decisions. (See Reg 39.3)</p>
<b>2. <u>Role Objective and Responsibilities</u></b>	<p>On behalf of the Centre Council, the Honorary Secretary will:</p> <ul style="list-style-type: none"> <li>• Be the named point of contact for the Centre with their name and contact details on the Centre CIWM webpage and all correspondence with Centre Members and other organisations.</li> <li>• Be responsible for all routine administration of the Centre and Centre Council. This can include providing or procuring a venue for the meeting, securing sponsorship and health and safety evaluations, although in practise these responsibilities are usually agreed to be shared amongst Centre Councillors</li> <li>• Convene meetings of the Centre Members (AGM and EGM(s))</li> <li>• Convene meetings of the Centre Council</li> <li>• prepare and circulate minutes of meetings (including sending copies to the Centre Support Team at Head Office) plus copies of agendas and supporting documents for Centre Council meetings</li> <li>• Prepare and present to the Centre AGM a report setting out the Centre’s activities over the preceding year</li> <li>• Be responsible for handing back to a person authorised by the Centre Council all books, records, papers and other property of the Centre under their control on standing down from the office of Honorary Secretary (See Reg 50)</li> </ul> <p>The Honorary Centre Secretary usually:</p> <ul style="list-style-type: none"> <li>• Coordinates Centre Councillor elections with direct support from the CIWM Head Office</li> <li>• Maintains contact with CIWM Head Office teams and other CIWM Centre Councils</li> <li>• Helps in preparation of various reports for Centre Council and Centre meetings and in arrangements for Centre open meetings</li> <li>• Helps to advise the Centre Council and its members of the</li> </ul>

	<p>requirements of the CIWM Constitution so far as it relates to Centre Councils (See Byelaw 30 re establishment of Centre Councils, Byelaw 31 re Centre Council meetings and Part II of the Regulations “Centre Regulations” ie Reg 29 to Reg 54)</p> <ul style="list-style-type: none"> <li>• Undertakes general Centre Councillor duties in common with other Centre Council members.</li> </ul> <p>The Honorary Centre Secretary may:</p> <ul style="list-style-type: none"> <li>• Hold other Honorary positions in the Centre Council (often the centre Honorary Treasurer role)</li> <li>• Vote at Centre Council meetings (provided they are a Corporate CIWM Member) (See Reg 40)</li> <li>• Attend CIWM General Council Meetings – although not entitled to vote at those meetings (See Reg 19).</li> </ul>
<p><b>3. <u>Person Specification</u></b></p>	<p>The role of Honorary Centre Secretary does not require any specific qualification (other than being a Member of the Institution in the Centre). However, the role does require basic organisational and administration experience and skills including familiarity with standard administration IT packages including word processing, email and simple spread sheets</p> <p>The role does require a time commitment to meetings of the Centre and Centre Council and preparation for those meetings (see work commitments below).</p> <p>The Honorary Centre Secretary will also be:</p> <ul style="list-style-type: none"> <li>• Interested in the work of the Institution and keen to be involved in its activities</li> <li>• Enthusiastic about meeting CIWM Members, potential members and others in or associated with the industry</li> <li>• Keen to serve CIWM members’ interests within the Centre</li> </ul>
<p><b>4. <u>Requirements &amp; Commitments</u></b></p>	
<p>Time Commitment:</p>	<p>The role of Honorary Centre Secretary requires time commitment and anyone standing for this role should make sure they can allow time for:</p> <ul style="list-style-type: none"> <li>• Attending Centre Council meetings. The number of Centre Council meetings varies between centres between 4 or 5 per year up to around 10 per year. The frequency of meetings is set by the Centre Council itself to meet the requirements of their Centre business (See Reg 47). Meetings usually take approximately ½ day plus travel and preparation time.</li> <li>• Attending the Centre Annual General Meeting in March /April each year again usually taking up to a full day plus travel and preparation time.</li> <li>• Centre Open meetings (as per general Centre Councillor expectations)</li> <li>• Attending the annual national meeting of Centres (usually a whole day including travel and preparation)</li> <li>• General Centre Councillor responsibilities</li> </ul>
<p>Equipment Requirements:</p>	<p>The role of Honorary Centre Secretary requires access to a suitable computer including email, plus a telephone, both of which can be used for CIWM business. Access to and use of a printer for preparation of small numbers of hard copy documents as part of Centre business management is also needed.</p> <p>CIWM Head Office provides Centres with various types of support</p>

	equipment including “pop-up” stands, projections screens, CIWM publicity materials etc. The Honorary Centre Secretary is expected to keep a record of where these materials are kept and by which members of the Centre / Centre Council. Replacements can be provided via Head Office.
Work Commitments:	<p>As specified under “Role Objective” above.</p> <p>Candidates for Honorary Centre Secretary roles may have already served in another Centre Council role, if they have, they will already be familiar with expectations in that Centre. However, this really isn’t necessary - what really matters is having an interest in the workings of the Institution and some general administration capabilities. As the role varies in expectations from Centre to Centre, a Member interested in the role a-new should check with other Centre Councillors, especially the previous / outgoing Centre Secretary or the Centre Chair.</p> <p>This is a volunteer role in CIWM, but many Centre Secretaries find the support of their employer particularly helpful in this role, and many are happy to give it. Equally, many secretaries are self employed or not directly supported by their employer and support is available for many tasks through the Head Office Membership Manager and Team.</p>
Honorarium:	Presently under review
<b>5. <u>Benefits &amp; Rewards</u></b>	<p>The role of Honorary Centre Secretary is at the heart of the Institution’s business within the Centre and more generally. The post-holder will gain the following benefits:</p> <ul style="list-style-type: none"> <li>• Opportunity to demonstrate organisation, administrative and leadership skills including communications, teamwork, self / time management, planning, initiative and enterprise</li> <li>• Development and extension of their network of fellow CIWM Members and other potential members in the industry plus a broad range of external relationships in other organisations in the Centre’s area – and the business development opportunities that go with such an extensive network</li> <li>• An enhanced profile through the role</li> <li>• Learn about the Institution as a whole</li> </ul> <p>There are benefits to employers in supporting staff in these positions too, especially in terms of the profile gained and the benefits that come through development of an extensive professional network across the industry.</p>
<b>6. <u>Organisational Relationships</u></b>	<p>The Honorary Centre Secretary reports to the Centre Council generally and the Centre Chair in particular.</p> <p>CIWM Internal contacts:</p> <ul style="list-style-type: none"> <li>• fellow Centre Councillors, Centre Members of all classes, other CIWM Centres – especially their Hon Centre Secretaries,</li> <li>• CIWM Head Office staff especially the CIWM Centre Support Team who will support them in Centre management including general queries, Centre Member communications including emails to promote Centre events and for Centre elections, plus support for Centre webpage management and other communications issues</li> </ul> <p>External contacts: a wide range of people and organisations in the industry and other industries (Public, private and 3<sup>rd</sup> sectors), plus other professional institutions, trade associations etc.</p>