

**PRINCIPAL RESPONSIBILITIES OF THE HONORARY SECRETARY OF COUNCIL**

Accountable to :	The Council
Term of office :	Normally at least five years, subject to annual election
Appointment Criteria :	Membership of Council
Election Arrangements :	By Council on nomination of Council members
Overall Purpose :	<ul style="list-style-type: none"><li>- In consultation with the Chairman of Council, to prepare the agendas for Council meetings in accordance with Standing Orders.</li><li>- To oversee the operation of the governance of the College in accordance with the Charter, Ordinances and Bye-Laws.</li><li>- To deal with all correspondence arising from Council business (except as arising out of reports from Boards, Task Groups and standing or ad hoc committees).</li><li>- To respond on behalf of the College to consultation documents.</li><li>- To be responsible for the preparation of the Annual Report.</li></ul>

Main Responsibilities:

- a) To have strong regard for the wishes and plans of the Chairman of Council in ensuring that Council meetings are called and arranged in such a way that he or she can carry out his responsibilities.
- b) In conjunction with the Chairman of Council, to ensure effective arrangements for agenda-setting for the Council and Council Executive Committee.
- c) To ensure that all Council papers are written in a common, clear format and are despatched with a target date of three weeks before the Council meets.
- d) To ensure all necessary action is taken on the decisions taken by the Council and its Council Executive Committee.
- e) In consultation with the Chairman of Council, the officers of the Council and other members or persons as deemed appropriate or necessary, to respond, or oversee the production of responses, to requests for College comment on consultation documents.
- f) In consultation with the Chairman of Council and appropriate colleagues, to conduct correspondence and where necessary write reports on behalf of the College and the Council.
- g) To provide support as required to the Chairman of Council in meetings with external bodies.
- h) To be a member of the Council Executive Committee and contribute to the corporate officer team.
- i) To be an approved signatory for the College.
- j) To hold the budget for the Council, Council Executive Committee and Finance Committee, and related officer activities.
- k) To be the College's nominated press spokesperson on all matters not dealt with by the Chairman of Council.