

JOB DESCRIPTION: HONORARY SECRETARY OFFICER ROLE

Senior LI member with broad experience of the Institute to provide leadership and support to the Officers and CEO. Senior liaison with members, overseeing the partnership between membership and staff and ensuring collaborative working between all stakeholders. Decision maker of last resort where required in disciplinary and conduct matters relating to Members and for complaints made by Members. All Officers to work together to support each other, ensuring there are appropriate delegations of authority and oversight of those delegations in place.

Main Duties & Responsibilities

In addition to those duties and responsibilities performed by all trustees, the Honorary Secretary will lead on:

Leadership and Support to Officers and Trustees:

- Providing leadership and support to the Officers and continuity of knowledge
- In conjunction with Chairs of Board / Council, ensuring robust performance evaluations of Officers and Board members individually and as an entity

Senior Liaison with Members:

- Providing senior liaison with LI members
- Being the focal point for relationship management between LI members and LI staff and lead on culture and behaviours
- Providing assurance to LI members generally from an impartial perspective
- Balancing the interests of staff and members of Advisory Council / Board and engaging with Advisory Council and Board stakeholders where appropriate

Disciplinary and Conduct:

- Oversight of the Institute's conduct and disciplinary processes
- Oversight of the Institute's Code of Professional Standards and Conduct

Complaints:

- Being the focal point for the right of appeal in complaints made by members
- Oversight of the Institute's grievance processes

Governance:

- Ensuring sufficient communication of Board decisions to Committees and other groups where appropriate – promoting transparency and connection where required
- In conjunction with the [Governance Professional] ensuring effective induction, training and mentoring of Board members
- Primary trustee contact with the Institute's HR and Legal advisors on matters not delegated to the CEO
- Ensuring regular review and update of key policies:
 - Behaviours policy

Person Specification

- High level of understanding and interest in the profession
- Demonstrable commitment to the values and principles of the Institute
- Strong business acumen
- Knowledge of risk and assurance
- Highly developed interpersonal and communication skills
- Ability to understand strategic issues, analyse and resolve difficult problems
- Diplomatic with strong dispute resolution skills
- Sound, independent judgement
- Politically astute with the ability to grasp relevant issues and understand relationships between interested parties
- Clear understanding and acceptance of the legal duties, liabilities and responsibilities of trustees
- Sound knowledge of governance
- Sufficient time and commitment to fulfil the role
- Ability to appraise the performance of governance bodies and individuals
- Gravitas to win and hold the respect of trustees, volunteers, members and staff
- Confidence and strength of character to uphold unpopular decisions and to act firmly and decisively to ensure trustees exceed minimum expected behaviours
- Understanding and experience of cultural diversity
- Ability to scrutinise a process without re-performing the decision