

Honorary Secretary

This role description should be read in conjunction with the Terms of Reference for the Board of Trustees and for Advisory Council, along with the Trustees Code of Conduct. Trustee roles are subject to meeting Charity Commission eligibility criteria for trustees available [here](#). No member should stand for election to a trustee position or serve in that position if they do not meet the criteria or have been disqualified. Charity Commission auto-disqualification information is available [here](#).

The Charity Commission provides useful [5 minute guides](#) on what it entails to be a trustee. You can also click [here](#) to access video resources for Charity trustees.

The Honorary Secretary (HonSec) should be an experienced LI member with broad understanding of the work of the Institute. As well as collective leadership as a Board member, the HonSec is the Board champion for collaborative working between members, groups, staff and volunteers. All Officers work together to support each other, ensuring there are appropriate delegations of authority and oversight of those delegations in place.

In addition to those duties and responsibilities performed by all [trustees](#) the Honorary Secretary has the following specific delegations:

Main Duties & Responsibilities

1. To champion collaborative working between trustees, advisory council members, members, volunteers
2. Support the Chair in ensuring best practice governance principles are followed;
3. Ensure regular review and update of key governance policies and compliance documents in liaison with the appropriate staff.
4. To be the Board's lead in the decision making on disciplinary, grievance, behaviour and appeal matters, as set out in respective policies and procedures.

Personal credentials:

1. High level of understanding and interest in Landscape professions
2. Demonstrable commitment to the values and principles of the Institute
3. A strong advocate for fairness, inclusion, diversity and equity in all aspects of the LI
4. Strong business acumen
5. Knowledge of risk and assurance
6. Highly developed interpersonal and communication skills
7. Ability to understand strategic issues, analyse and resolve difficult problems
8. Negotiation and dispute resolution skills
9. Sound, independent judgement
10. Clear understanding and acceptance of the legal duties, liabilities and responsibilities of trustees
11. Sound knowledge of governance