

Medical Women's Federation

Honorary Secretary's Role and Responsibilities

The Honorary Secretary acts as the Company Secretary as well as the General Secretary for MWF. The term of Office is for 3 years, subject to annual appraisal by the President and another Officer. The Honorary Secretary is responsible to the MWF Council and Officers. The Honorary Secretary is not a Trustee of MWF.

Company Secretary Role Summary:

The role of the Company Secretary is to ensure that MWF as a charity complies with laws governing charities. The Company Secretary will oversee the activity in Central Office and uphold the legal requirements of governing documents. In particular:

- To assist MWF Officers and Council to comply with the MWF Articles of Association and regulations
- Ensure that any changes to the charity governance or purpose are legal
- File returns and accounts by the due dates to the relevant authorities (undertaken by Central Office)
- To obtain and read the relevant publications from the Charity Commission
- To advise MWF Officers of the implications of Charity Commission publications

Honorary Secretary Role Summary:

The role of the Honorary Secretary is to support the effective running of the Central Office, by supporting the MWF Officers, engaging membership, assist MWF Officers with the organising the annual November conference and to provide general support (when required) to the regional organiser of the Spring conference.

General Responsibilities

As an Executive Officer of the MWF

- To promote the MWF to colleagues, peers and various other stakeholders
- To represent MWF at conferences, meetings and other relevant events
- To use Social Media appropriately representing MWF

Supporting MWF Officers

- To attend the Officers, Council and Annual General Meeting as a non-voting member
- To fulfil the obligations of Company Secretary as required by the Charity Commission
- To support the President and Officers by attending events to which MWF is invited on behalf of the President when requested

- To support the Officers in increasing the profile of MWF by developing links with other organisations
- In conjunction with the other Officers to monitor the MWF's policies and procedures to ensure that they are up to date and comply with current legislation and best practice
- To partake in assessment of grants and awards when required

Specific Responsibilities

Effective running of Central Office

- To ensure that the Office Manager prepares and gets papers out on time for the Officers, Council and Annual General meetings
- To line manage the Office Manager and keep in regular contact with the office staff by email, telephone, and regular face-to-face meetings to offer advice and support and review work plans
- To support the President in undertaking the annual appraisal of the office staff including their career development
- To work with the office staff to review the technology needs of central office ensuring equipment used is value for money and up to date

Engaging membership

- To work closely with Local groups and support plans to maintain/ increase the membership and support the annual meeting of the local group secretaries
- To work with the Royal Colleges to recruit from specialities
- To act as a link with medical student groups
- To contribute to the yearly Annual Review as well as to each edition of *Medical Woman* as required by the editorial staff

Annual conference

- To organise the annual November Conference meeting, working closely with Central Office staff
- To gain sponsorship for the Annual meetings
- To support and provide assistance in running the annual Spring meeting

Travel expenses

- Travel expenses (economy advance rail/coach fares) or airfares from Northern Ireland/Scotland /Wales will be reimbursed.

Person Specification

The candidate should have good organisational skills, be willing to learn about the Charity Commission, and become familiar with our constitution. Most importantly the individual should be willing to question what is correct and seek advice if needed. The duties are very simple and straightforward in nature.

Essential

1. The successful individual will be a member of the MWF and be committed to its aims. She will be articulate, persuasive and energetic and able to communicate effectively with a wide variety of different audiences using both written and verbal skills.
2. Intermediate IT skills (Word, Excel, PowerPoint and use of emails)
3. Good literary and numeracy skills
4. Experience of managing staff
5. Active in Secondary and/or Primary Health Care
6. Experience of dealing with the media
7. Experience of dealing with people on a range of levels in variety of different organisations and/or settings

