

# Honorary Secretary role profile

## Outline

---

BNOS is seeking to appoint a new Honorary Secretary for a three-year term, commencing summer 2025.

The purpose of the role is to support the Executive Team and wider Council to ensure the smooth, efficient and effective running of the Society.

The role of Honorary Secretary forms part of the BNOS Council Executive team alongside the President, Vice President, Honorary Treasurer and Meetings Secretary.

In association with the other officers, the Honorary Secretary is expected to take a leading role in developing and delivering BNOS's charitable objectives and inputting into policy.

## Key responsibilities

---

- Oversee the society membership and related issues; provide reports on member numbers (with support from the BNOS Administrators)
- Oversee BNOS Council elections process and maintain a record of appointments and term end dates (with support from the BNOS Administrators)
- Ensure memorandums of understanding are in place and up to date with all societies and organisations with whom BNOS collaborates
- Work with the President and Administrators to finalise Council meeting agendas
- Ensure Council members and staff have carried out agreed action(s) arising from Council meetings
- Ensure accurate and up to date records of declarations of interests are on file from all Council members (with support from the BNOS Administrators)
- Oversee the society social media, website and communications (emails to members and wider mailing list) and related issues; provide reports on digital activity and engagement (with support from the BNOS Administrators)
- Carry out the performance development review (PDR) process with the BNOS Administrators
- Actively represent and promote the aims and ideals of BNOS by attending Council meetings which are held three times a year (a mixture of in person and virtual), plus any other meetings as required

## Skills / requirements of the role

---

- Well organised with an eye for detail
- Impartiality and fairness
- Excellent interpersonal skills, enthusiasm and time to commit to the demands of the role are essential
- Experience of committee work and procedures is desirable but not essential

If the successful applicant is not already a BNOS member, they will be required to join the BNOS membership and maintain a current membership throughout their term of office.

## Term of Office

---

Three-years; renewable for a subsequent term in open competition with other applicants.

## Elected by

---

Election to the post of Honorary Secretary is carried out anonymously via the BNOS membership. In the event that only one application is received, this will be reviewed by the Executive team and if deemed appropriate, the applicant will be directly appointed to the role.

## How to apply:

---

A 1-page expression of interest is required. This should outline how you meet the requirements of the role and what your aims are for supporting the development of BNOS to help us to fulfil our mission to promote high-quality multi-disciplinary neuro-oncology research, education and patient-centred care.

Please send your application to [administrator@bnos.org.uk](mailto:administrator@bnos.org.uk) by midnight on Sunday 1<sup>st</sup> June 2025.