

## **HONORARY SECRETARY – TAMAR FACULTY**

The RCGP Tamar Faculty are recruiting an Honorary Secretary. Details of what the role entails are below:

### **Responsibility and Functions**

- Executive member of Faculty Board
- Works closely with Faculty Administrator
- Deals with Faculty correspondence
- Co-ordinates responses to consultations
- Spokesperson on matters not dealt with by Chair
- Attends Board meetings (usually 4 per year)
- Agrees board agenda in conjunction with the Chair
- Delivers Hon Secretary's Report at Faculty board meetings
- Participates ad hoc in faculty activities according to own interests and skills and faculty needs

### **Agrees**

- Annual activities programme, and future strategy/initiatives (Faculty planning and reporting documents)
- Is a co-signatory for faculty's banking/payment arrangements

### **Annual General Meeting – 1 per year**

- Reviews 'Byelaws' and 'Standing Orders' as required by members at the previous AGM
- Delivers Faculty Hon Secretary's Report at AGM incorporating the Election of new Board members
- ASAP following AGM leads an Induction meeting for new Board members

### **Term of Office**

- Term of office 3 years – may be elected for a second 3-year term. Elected by Faculty board or annual general meeting

## How to apply

Application to [tamar@rcgp.org.uk](mailto:tamar@rcgp.org.uk). For further information or to make an informal enquiry please contact Ron Carrie, Regional Engagement Manger, South West England, Tel: 020 3188 7762 Email: [ron.carrie@rcgp.org.uk](mailto:ron.carrie@rcgp.org.uk)