



BMSS Officer Job Descriptions

General Secretary

Term of office 4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

The General Secretary ("The Secretary"), or a deputy appointed by the Chair, shall act as clerk at all meetings, shall ensure that all minutes of meetings are recorded accurately and these are agreed, disseminated and appropriately filed. The General Secretary shall be responsible for ensuring all books and records of the BMSS are appropriately stored and accessible as needed, and for the submission of returns to the Charity Commission as required.

Major Activities:

1. Ensuring that the BMSS Administrator carries out the appropriate duties with respect to BMSS Executive Committee meetings, agenda and minutes.
2. Ensuring that the BMSS Administrator carries out the appropriate duties with respect to the preparation and circulation of BMSS AGM and SGM documents.
3. Ensuring, with the Treasurer, the appropriate returns are made to the Charity Commission in respect of BMSS accounts.
4. Maintaining the archive of official BMSS minutes.
5. Organisation of process for electing new BMSS Executive Committee members and Officers, ensuring that the BMSS Administrator undertakes the following:
 - Prepares, distributes the call for nominations
 - Collects nominations and arranges for a ballot, if required
6. Receive, administer and approve, in conjunction with the Treasurer, BMSS Travel Grant applications.
7. Receive, administer with/via the Advisory Board and in conjunction with the Treasurer, BMSS Research Support Fund applications.
8. Receiving conference reports from Travel Grant recipients and Research Support Fund reports.
9. Act as authorised signatory of BMSS cheques.
10. Monitor expenditure on administration.