

 [www.arlis.net](http://www.arlis.net)

 **ARLIS UK & Ireland Hon Secretary**

 The Role

The Hon. Secretary together with the Chair and Hon. Treasurer, is registered with the Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk/) as a trustee of the Society. Together with the Chair, Treasurers and Membership Secretary, the Hon. Secretary is part of the Society’s Officers.

The Hon. Secretary is also a signatory for cheques as a back-up to the Treasurers.

The Hon. Secretary shall be available for re-election for no more than 6 consecutive years. On the expiration of such period, one further year must elapse before a former Hon. Secretary shall be eligible for re-election.

Ideally officers who can foresee they will be unable to complete their term of office, should give at least 3 months’ notice to allow for a new officer to be appointed and trained.

The Hon. Secretary shall have a working knowledge of the Constitution and Rules & Regulations. In light of recent changes, both documents are being updated at present and the Hon. Secretary shall have a major role in the process.

Any amendments to the Constitution have to be approved at the AGM and subsequently by the Charity Commission. The Rules & Regulations Handbook is our “working” version of the Constitution and can be amended and immediately adopted by Council, provided these amendments are ratified at the AGM. The Hon. Secretary shall ensure both documents are always current reflecting any changes discussed and approved by Council.

In order to do so, and ensure that all information regarding the Society is up to date on the Charity Commission’s portal, the Hon. Secretary shall have login access to it.

The Hon. Secretary shall receive information from Council and Committees on any changes occurring, and shall liaise with the Webmaster to ensure that the relevant information is always current on our website and is passed on to the JISC List and ARLISMatters as appropriate.

The Hon. Secretary shall receive the annual returns and trustees’ annual report, of which the Hon Secretary is a signatory, from the Society’s accountants. Once approved and signed, and rectified at the AGM, s/he shall upload them on the Charity Commission’s website shortly following the AGM.

The Hon Secretary shall ensure that all relevant documents from Council, the Committees and Officers be sent to the ARLIS UK & Ireland Archives once a year.

The Hon. Secretary shall strive to attend all Officer/Council meetings, particularly the December end of the year meetings, and the meetings preceding the AGM, and to attend the AGM itself.

It is highly desirable that the Hon. Secretary be able to attend the Annual Conference.

The Person

Although previous experience in a similar role might not be necessary, knowledge of the Society’s work will help the office holder, as will some experience of volunteering or having been otherwise involved with ARLIS UK & Ireland. Good ITC skills and netiquette are essential to this role, as is attention to details and the ability to meet deadlines.

As with all roles involving the direct handling of the Society’s finance, (the H.S. is a cheque signatory), the Hon. Secretary should have experience of positions of financial accountability, such as book budgets or others.

Employers usually welcome the opportunity offered to their staff to volunteer for professional support organizations with an international profile such as ARLIS UK & Ireland, seeing it as not only a valuable CPD activity for their staff, but a valuable asset for their organization, or a way to give back organizational skills to the library community, and might allow for some work time to be used on the Society’s business.

However, all volunteers understand that some work will need to be done in one’s own personal time, particularly, in the case of the Hon. Secretary, ensuring that information on the Society’s website and information about the Society on the Charity Commission’s website is up to date, that the annual accounts are uploaded on the Charity Commission’s website shortly after the Annual General Meeting, and that the relevant paperwork is filed with the ARLIS UK & Ireland Archives. This work might need to take up some personal time when there is no sufficient work time to complete and meet deadlines.

ARLIS UK & Ireland is a Charity registered with the Charity Commission