ROYAL SOCIETY OF CHEMISTRY

Role Descriptor:

Honorary Secretary Analytical Division

The role of Honorary Secretary on a Division Council is unique to the Analytical Division. The responsibilities, person specification, and commitments specified in the Division Council Member role descriptor (appended) apply equally to the Honorary Secretary role.

Additionally in terms of responsibilities, the Honorary Secretary of the Analytical Division:

- acts as a Trustee of the Analytical Chemistry Trust Fund (ACTF)*and assumes the role of Honorary Secretary.

As Honorary Secretary of ACTF, the successfully elected candidate is expected to:

- be responsible for the governance of the ACTF ensuring compliance with relevant legislation and the requirements of the Charity Commission;
- ensure that correct documentation and protocol are followed;
- work with the other Trustees to develop organisational strategies;
- guide the Trust Secretary on their work priorities.

The following characteristics are essential for the role of Honorary Secretary of the Analytical Division:

- understanding of charity governance
- general management experience
- good organisational skills.
- experience of strategy development and planning

It must be noted that the ACTF is a charity in its own right, separate from the Royal Society of Chemistry. More information on the ACTF and this role are available from the Trust Secretary (contact details at https://bit.ly/2RfLUdR).

* http://www.rsc.org/Membership/Networking/InterestGroups/Analytical/ACTrustFund.asp