

## **Role of The Honorary Secretary**

### **Typical activities to be undertaken:**

The Honorary Secretary is expected to work closely with the President, and the Chair of the RIBA Board of Trustees, as well as with the CEO, the Director of Governance and Legal Affairs, the Board & Council Secretary, members of the Governance & Legal team and occasionally specialist legal consultants. As the Returning Officer, the Honorary Secretary must also work closely with the Elections team.

The Honorary Secretary is:

- Ex-officio a Trustee of the RIBA and a member of the RIBA Board of Trustees;
- Appointed a member of the RIBA Council if not already a member;
- Under Regulation 8.2.1, is responsible for overseeing compliance with the RIBA constitution, the Council Code of Conduct, good governance and any relevant policies and acts as the main point of contact for the Charity Commission and Privy Council;
- The Returning Officer for all RIBA elections, including the RIBA Council and RIBA Presidential elections;
- Responsible for providing guidance to the RIBA Board of Trustees, the RIBA Council and the RIBA President on constitutional and governance issues and on procedural issues at meetings.
- May be required to chair meetings on behalf of the President or Chair of Trustees on occasion.

### **Person Specification:**

- Has evidenced experience and skills relating to good leadership, including: establishing a positive culture, instilling motivation, providing clarity of communication, effective team building, inclusion and collaboration.
- Has evidence of effectively chairing meetings, setting agendas, and approving minutes.
- Has evidence of meeting goals and progressing business through committees, governance structures and a membership network.
- Evidenced ability to work well within governance frameworks, policies and/or internal regulations.
- Willingness to learn about, and apply, the governance of charities and of membership associations.
- Willingness to work and meet digitally and travel both within the UK and internationally (when possible)

### **Term of Office:**

Shall be two years, commencing 1<sup>st</sup> September 2023

### **Time Commitment:**

The time commitment for the role of Honorary Secretary is as follows:

- RIBA Council (4 x meetings per year, excluding prep/debrief & liaison)
- RIBA Board meetings (11 x meetings per year, excluding prep/debrief & liaison)
- Attends other meetings e.g. specially formed working groups (typically three hrs per month)
- On-call enquires from the President, Chair and Members of both Board & Council, staff teams, and election candidates; other advisory work and email correspondence as needed. (typically, three hours per week over 45 weeks).

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