

The Kew Society Honorary Secretary Role Description updated May 2018

1. In accordance with the Kew Society Constitution, the Honorary Secretary is one of the 3 Officers of the Society elected annually by the Kew Society membership at the Annual General Meeting. The maximum term of office is 6 years, after which she/he must stand down. After 6 years, she/he is eligible for re-election after a 1 year gap.
2. The Honorary Secretary of the Kew Society is a Trustee of the Society and must be a member of the Society and a resident of Kew.
3. The Honorary Secretary is responsible for:
 - ensuring the Kew Society acts within its Constitution;
 - convening, in discussion with the Chair, and taking minutes of the Annual General Meeting and any Extraordinary General Meetings;
 - convening, in discussion with the Chair, and taking minutes of Executive Committee meetings;
 - maintaining files of Society documents as necessary, including minutes of meetings.
4. The time commitment for the Honorary Secretary includes:
 - attendance at Executive Committee meetings. (These are held currently monthly except in August, and last no longer than 2 hours);
 - attendance at the AGM once a year in October and any EGMs;
 - answering emails sent to secretary@kewsociety.org or referring such emails to relevant Executive Committee Members for response;
 - attendance at relevant functions and meetings to which the Kew Society is invited as necessary;
 - attendance at events organised by the Kew Society from time to time.