

## **JOB DESCRIPTION – BRISMES Secretary**

The British Society for Middle Eastern Studies is a registered charity (Charity number: 1161206) and a company limited by guarantee registered in England & Wales (Company number: 08747770) and is VAT registered (VAT Registration Number: 825 5681 90).

The Society has two part-time employees – a Manager and a Conference Coordinator.

It is run by a Council whose members are Trustees of the charity and Directors of the company. The Council is currently made up of the Vice-President, Secretary, Treasurer and Council Members elected or co-opted from among the membership for a period of three years. All members of Council are required to fulfil all the duties and responsibilities statutorily required of trustees to ensure that the Society conducts itself and its business in a manner consistent with its charitable status (detailed below) and are also registered as directors of BRISMES with Companies House.

The Society's governing document can be found here:

[www.brismes.ac.uk/files/documents/BRISMES Articles of Association.pdf](http://www.brismes.ac.uk/files/documents/BRISMES%20Articles%20of%20Association.pdf)

As detailed in the Society's governing document, the Secretary will be a member of the Society. The position is for a three-year period. The post-holder will be eligible for re-election at the end of this period (for one more term). The Secretary will, together with the other Officers, take a leading role in the strategic development and promotion of the Society. They serve as a Trustee and as a Director of BRISMES.

The Secretary is charged with the day to day running of BRISMES and the administration of its affairs in consultation with the other Officers and in accordance with Charity Commission guidelines. The Secretary is the line manager for the Society's Manager.

For one year out of the three-year term, the Secretary will be the Chair of the BRISMES Annual Conference.

Other duties associated with the post include:

- Attending Council meetings.
- Attending the Annual General Meeting of the Society and any Extraordinary General Meeting which may be called.
- Being an active member of at least one BRISMES subcommittee.
- Attending the annual conference.
- Assisting in the writing of the Annual Report for the AGM.
- Ensuring that Council members are kept up to date with Charity Commission recommendations on Good Governance.
- Undertaking other duties as appropriate, as agreed with the other Officers and, where appropriate, the Council.
- Liaising with the BRISMES Manager to ensure that appropriate action is taken following Council meetings as well as to ensure the smooth running of the Society.

## **RESPONSIBILITIES AS A TRUSTEE**

As a trustee, you will serve on governing body of BRISMES (The Council).

There are statutory obligations associated with the position as follows:

Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

### **Compliance** - Trustees must:

Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.

Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

### **Duty of prudence** - Trustees must:

Ensure that the charity is and will remain solvent.

Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

### **Duty of care** - Trustees must:

Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties. - See more at: <http://www.charitycommission.gov.uk/publications/cc3.aspx#b2>