

HONORARY SECRETARY

Meetings and Committees:

As a Trustee of the Nutrition Society and a Director of the company, the Honorary Secretary will:

- Attend Trustee Board meetings, held 3 times per year (traditionally in January, April, and October).
- Attend and deliver a report concerning their activities to the Advisory Council meeting and provide a supplementary report to the Trustee meetings if required.
- Attend the Society's Annual Charity Meeting and Annual General Meeting.
- Chair the Governance Committee, comprising the Honorary Secretary (Chair), President of the Nutrition Society, The Treasurer, Ex Officio members: Chief Executive and Other staff member(s) (as prescribed).

Key Responsibilities:

1. Chair the Awards Panel (which encompasses several awards and medals) including:
 - Cuthbertson Award
 - Julie Wallace Lecture
 - Silver Medal
 - Mike Gibney Award
 - Gowland Hopkins Award
 - Blaxter Award
 - Widdowson Award (previously known as the Public Health Award).
2. Lead and support the awarding of the following: Nutrition Society Annual Travel Grants, Summer Studentship Grants, IUNS Travel Grants and FENS travel Grants.
3. Maintain and review the Society's CEO Remuneration Policy, making recommendations to the Trustee Board.
4. At the request of the CEO or a member of staff, act as a third-party mediator where appropriate. (Note: The CEO is responsible for staff disciplinary procedures and proceedings.)
5. Attend society conferences, workshops and training sessions where appropriate.

Key Skills:

Diplomacy																
Networking																
Team Building & Collaboration	X															
Attention to detail	X															
Delegation	X															
Organisational skills / Multitasking	X															
Reviewing / Providing feedback																
Time management / priority setting	X															
Sectoral Knowledge																
Societal Knowledge	X															
Effective Communication Skills	X															
Editing and Writing Skills																
Commercial knowledge / experience																
Risk Taker/ Abstract thinker / Investigative																
Decisive / Confident													X			
Leadership														X		
Budget Management																