British Hydrological Society

Terms of Reference - Honorary Secretary (Trustee)

Role: To ensure that the conduct of the British Hydrological Society complies with all the relevant requirements of charity law; and to support the President by ensuring the smooth functioning of the board of trustees.

Note: The British Hydrological Society is a charity in the form of a Charitable Incorporated Organisation (CIO). Every trustee has legal responsibilities and potential liabilities in that capacity. Full details of these are not included in these Terms of Reference. The responsibilities outlined here are in addition to those in the terms of reference that apply to all Trustees.

Responsibilities

- Facilitating the good governance of the charity.
- Ensuring that relevant legal requirements are drawn to the attention of trustees and are complied with.
- Ensuring that proper arrangements are made for the calling, conduct, and recording of the annual general meeting or other general meetings of the charity's members.
- Ensuring that all matters relating to the admission and cessation of membership of the charity and the appointment or cessation of the office of trustees and officers are conducted in accordance with the charity's Statutes.
- Establish that proper arrangements are made for the calling, conduct, and recording of trustee's meetings.

Duties

The following duties may be delegated to staff or volunteers in whole or part, but it remains the responsibility of the Honorary Secretary to ensure that they are carried out:

- Preparing documents for, ensuring the proper conduct of, and making records of all formal meetings of members.
- Preparing documents for, ensuring the proper conduct of, and making records of all trustees' meetings.
- Ensuring necessary actions are taken in consequence of meetings.
- Ensuring required documents and information are provided to the Charity Commission.
- Maintaining a Risk Register for the charity and monitoring progress against it.

Key Dates

Date	Task / Event	Description
January	Attend the main committee meeting.	
	Contribute to the Charity Commission Report which is written with the Honorary Treasurer.	Provide information on membership numbers and events during the previous year to the Honorary Treasurer. Provide the narrative about the activities during the year to the Honorary Treasurer. Janet Homer provides the accounts.

		2025: The Hydrology Research section will be removed
	Attend the Events sub-committee meeting.	Lead on the regional groups.
	Check the Honorary Secretary email account weekly.	Bhshonsec@outlook.com
	Update the BHS risk register.	
February	Proofread the Charity Commission Report.	
	Attend the Events sub-committee meeting.	Lead on the regional groups.
March	Attend the main committee meeting - Treasurer presents the draft Charity Commission Report and accounts.	To get sign off from the main committee before the report is uploaded to the Charity Commission website.
	Attend the Events sub-committee meeting.	Lead on the regional groups.
April	Deadline for uploading Charity Commission Report to the website.	
	Attend the Events sub-committee meeting.	Lead on the regional groups.
May	Attend the Events sub-committee meeting.	Lead on the regional groups.
	Attend the Peter Wolf Symposium.	
June	Attend the Events sub-committee meeting.	Lead on the regional groups.
July	Attend the main committee meeting.	
	Attend the Events sub-committee meeting.	Lead on the regional groups.
August	Attend the Events sub-committee meeting.	Lead on the regional groups.
September	Attend the National Symposium and AGM	Provide a report detailing the activities over the last year.
	Attend the Events sub-committee meeting.	Lead on the regional groups.
October	Attend the main committee meeting.	
	Attend the Events sub-committee meeting.	Lead on the regional groups.
	When there is a new Honorary Secretary.	Email the Regional Group representatives to introduce yourself.
November	Attend the Events sub-committee meeting.	Lead on the regional groups.
December	Attend the Events sub-committee meeting.	Lead on the regional groups.

Based on template provided by Gillard, C., 2017. *How to run a charity: 2nd edition*. ICSA Publishing, London, UK.