Terms of Reference
Honorary Membership Secretary

1. Duties

- To act as a Trustee (Director) of the Biochemical Society
- To Chair the Grants Committee and Membership and Nominations Committee
- To act, where appropriate, as a representative of the Society in relations with international sister societies
- To direct and oversee the Society’s affairs with regards to membership and member benefits, under delegation from the Council of Trustees
- Work with the Head of Membership Engagement to ensure that the Society’s membership offering meets the needs of members of all membership categories
- Support the Head of Membership Engagement with membership recruitment, retention, and engagement campaigns
- Support the Local, Student, and Industry Ambassador schemes to promote the benefits of the membership to the molecular biosciences community

2. Required skills and experience

This will be a member of the Biochemical Society with considerable experience of the academic community or industry.

3. Meetings

i. Grants Committee

The Honorary Membership Secretary shall Chair all meetings of the Grants Committee and report from this Committee to the Council of Trustees. This Committee meets twice a year to review grant applications (for General Travel Grants and Visiting Fellowships, there are 7 annual rounds of grant applications to review remotely).

ii. Membership and Nominations Committee

The Honorary Membership Secretary shall Chair all meetings of the Membership and Nominations Committee and report from this Committee to the Council of Trustees. This Committee meets twice a year to discuss member engagement, benefits, and fees, to review nominations received from the Membership for vacant committee, sub-committee and Trustee level positions and encourage engagement in Society committees and bodies from the membership.

iii. Council of Trustees

The Honorary Membership Secretary will act as a Trustee of the Society, and therefore will hold a seat upon the Council of Trustees.
iv. Annual General Meeting and General Meetings

The Honorary Membership Secretary is required to attend Annual and Extraordinary General Meetings, or if this is not possible, nominate a member of the Grants or Membership and Nominations Committee to attend in their stead.

4. Term of Office

The Honorary Membership Secretary will have a five (5) year term of office, not including handover activity undertaken before formally taking on the role.

When elected the incoming Honorary Membership Secretary will hold the post of Honorary Membership Secretary Elect for 6-12 months, during which time they will undertake handover activities.

Following his/her term of office, the post-holder may not be reappointed to this role within twelve calendar months.

5. Ownership of Terms of Reference

These Terms of Reference are owned by the Council of Trustees. Amendments can be made by a majority vote of the Trustees but will require ratification from the membership at a General Meeting in line with legislation set out in the Articles of Association.

Last update: October 2017