Volunteer Role Profile

<table>
<thead>
<tr>
<th>Role:</th>
<th>Honorary General Secretary and Company Secretary</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Chair of the Board of Trustees</td>
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<tr>
<td>Responsibilities for people:</td>
<td>None</td>
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<tr>
<td>Term:</td>
<td>3-9 years. Trustees are elected for a 3 year term and can stand for a further two 3 year terms (9 years total).</td>
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<tr>
<td>Time Commitment:</td>
<td>Approximately 30 days per year, with options to share responsibilities with other trustees (such as the Company Secretary role) depending on your availability and interests. See more details below.</td>
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</tbody>
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Contacts for further information

Chair of the Board of Trustees: [Chris Miles](mailto:Chris.Miles@bsbi.org.uk)
Honorary General Secretary: [Steve Gater](mailto:Steve.Gater@bsbi.org.uk)
Chief Executive: [Julia Hanmer](mailto:Julia.Hanmer@bsbi.org.uk)

Background

The Botanical Society of Britain and Ireland (BSBI) works to advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland. Through our science and data, training and outreach, events and communications, we work towards a world where wild plants thrive and are valued. We welcome and support everyone interested in wild plants, from beginner botanists and non-specialists to renowned experts in the field. We have a growing membership, currently over 4000. BSBI is constituted both as a company limited by guarantee (registered in England & Wales) and as a charity (registered in England & Wales and in Scotland).

We are looking for an Honorary General Secretary (HGS), to help the Board of Trustees carry out their responsibilities, working closely with the Chair of the Board of Trustees, Chief Executive and staff team. We are particularly looking someone with experience in administration and organisational governance, but training and support can be provided in the role. Most of all we need someone with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.
BSBI aims to be transparent and inclusive in the way we recruit and support our trustees and honorary officers. We welcome and value diversity and recognise that difference brings a wide range of perspectives that is valuable to our work.

**The Role - Responsibilities and Tasks:**

As Honorary General Secretary, you’ll contribute towards decisions to develop our charity and our work, in line with our [Strategy](#) and policy and support the effective administration of BSBI. As Company Secretary, you’ll ensure BSBI complies with its statutory filing responsibilities and in the visibility of statutory information to Trustees, members and the public. You’ll be supported in all of this by the Chair of Trustees, Chief Executive, Finance Manager and staff team.

Statutory & Regulatory Returns – responsible for the timely and accurate submission of all Statutory Returns to Companies House, Office of the Scottish Charity Regulator (OSCR), the Charity Commission for England and Wales and any other charity regulator. BSBI has also applied to register with the Charities Regulator, Ireland: An Rialálai Carthanas and awaits an invitation to apply from the Charity Commission for Northern Ireland.

Legal Compliance – keep the Board of Trustees abreast of its legal responsibilities within the context of the responsibilities and tasks outlined in this Job Description.

Board of Trustees Meetings – arrange dates, times and venues for at least 4 meetings per year, draw up draft Agenda for each Meeting in discussion with the Chair, Hon. Treasurer, CEO/Finance Manager/Head of Science. Send out all Papers for meetings, attend Board meetings and engage as a full Trustee, take minutes and ensure meetings are properly convened.

AGMs - liaise with the Chair, Treasurer, CEO and others, to organise a suitable venue and timing for a meeting, prepare, and ensure publication of, the AGM agenda and associated papers, invitation to members to attend with appropriate details and booking arrangements, make proposals and for proxy voting. Lead organisation of the AGM on the day of the meeting, take minutes and ensures their publication to Members (redacted in consultation with CEO for posting on the website). Liaise with country committees to ensure that each holds an AGM annually. For all AGMs support contingency measures if needed.

Administration - maintain files containing inter alia: the Certificate of Incorporation; the Articles of Association; signed copies of the Annual Report and Accounts; copies of Company and Charity annual returns; for Trustees/Directors and their consents to act and filings of appointment and resignation and the related registers; the Register of Persons with Significant Control; and Board agendas, papers, signed minutes and resolutions.

BSBI Diary – produce annually (one year in advance), update after each round of meetings, put into each edition of BSBI News and onto the website for information. Email to senior officers also.

Liaison with senior officers, staff and other committees – keep in close contact with senior officers and staff, attend meetings as required; ex-officio member of standing committees (keep in contact and attend meetings as appropriate).
BSBI Yearbook and membership matters - Liaise with the Membership Secretary regarding publication of the Yearbook in early December each year to check and update any relevant information as required. Also liaise with above and others to identify for acknowledgement and publication, as relevant:

- a list of long-standing members (those who have been members for 60 years).
- members who have received Honours e.g. New Year’s Honours List
- any other honor’s and prizes that members may have received.

Other matters - The above list of responsibilities and tasks is not exhaustive and other responsibilities and tasks, and training appropriate to the role, may need to be undertaken, as requested by the Board of Trustees.

In addition, as a BSBI Trustee (along with all the trustees), responsibilities will be to:

- Ensure that BSBI pursues its stated objects (purposes), as defined in its governing document (Articles of Association), by developing and agreeing a long-term strategy
- Ensure that BSBI complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that BSBI applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensure that BSBI defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of BSBI
- Ensure the effective and efficient administration of BSBI, including having appropriate policies and procedures in place
- Ensure the financial stability of BSBI
- Protect and manage BSBI’s assets and ensure the proper investment of the charity’s funds (with Guidance from the Finance Committee, Finance Manager and Investment Advisors)
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive
- Trustees need to follow guidance produced by the charity regulators (Charity Commission in England and Wales, OSCR in Scotland, Charities Regulator in Ireland).
- Trustees must comply with BSBI’s related parties’ policy and declare any potential conflicts of interest on an annual basis and in relation to agenda items, at the start of each meeting.

Person specification

For the HGS we are particularly looking for someone with experience in administration and organisational governance, but training and support can be provided in the role.

Charity Trustees are the people who share ultimate responsibility for the governance a charity and directing how it is managed and run. All BSBI Trustees need to offer, or be willing to learn about the following:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively

October 2023
• A willingness to speak your mind
• An understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship
• An ability to work effectively as a member of a team
• A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Most of all we need trustees with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.

Benefits
Becoming HGS of BSBI is an opportunity to help shape and contribute to our work towards a world where wild plants thrive and are valued. Your motivation is important to us and we aim to identify how we can support you to gain valuable skills and experience, as well as asking for your time and input. As HGS you will use your current skills, knowledge and experience and develop new ones in areas such as in charity governance, financial management, strategy, decision-making and facilitating discussion.

Time Commitment
We estimate the time commitment for this role needs as approximately 30 days per year. If you are interested in the role but do not have this amount of time available, we can discuss co roles and sharing responsibilities with other trustees.

This time estimate is made up of:
• Board of Trustee meetings – meetings are held four times a year, 3 hours each, in March, June, September and December. These may be held in person or online. The aim is to have two face to face meetings a year in London, to help build the Trustee team, but with hybrid options for those who cannot attend in person. The Board consists of up to 12 BSBI members. The President, Chief Executive, Finance Manager and Head of Science also attend Board meetings.
• Annual General Meeting – 1 online meeting held per year.
• The HGS may also attend BSBI Standing and Country Committee meetings and Board of Trustee working groups, depending on their availability and interests. These meetings are generally held online.
• Operational responsibilities – mainly before and after Board meetings (setting agendas, taking minutes, circulating papers and minutes, following up certain actions) and the AGM and correspondence across the year. Overall, this is equivalent to 0.5 - 1 day per week.

How to apply
BSBI trustees need to be a member of the organisation or to join as a member, before being elected as a trustee by members at the Annual General Meeting. The HGS needs to be appointed by the Board of Trustees from amongst the trustees.

Current BSBI Members
If you are interested in the HGS role or wish to be nominated as a potential BSBI Trustee please get in touch with Chris Miles, the Chair of the Board of Trustees or Steve Gater, Hon. General October 2023
Secretary. They would like to invite you to talk over the role and your potential candidature with one or two fellow Trustees. This offers an opportunity to explain what the current needs of the Board of Trustees are and for you to share how you may be able to strengthen governance as a Trustee.

To be formally nominated as a trustee, please complete a [Trustee declaration form](#) to confirm your eligibility and acceptance of responsibilities ahead of any election, and send this to [Steve Gater](#) with a brief statement (max 200 words) about why you want to stand and what you can offer, so members can see this when they vote. Applications need to be received **by 12 noon, Monday 16th October** for election by members at the 16th November 2023 Annual General meeting. We would encourage you to apply by 16th October, but we also interested in considering longer term candidates, who can be coopted to the Board between AGM meetings. So if you are interested, please do get in touch.

**Interested but not yet a member of BSBI?**

Please apply to for the role of HGS and trustee by sending your CV and a covering letter to [recruitment@bsbi.org](mailto:recruitment@bsbi.org), outlining why you want to take on these roles and what you can bring to them. Your application will be reviewed by the Chair and depending on our vacancies, we may invite you for an informal interview to discuss the role further and what you can bring to it. We are looking for candidates on a rolling basis, so please apply as soon as you can.