



The Seabird Group Executive Committee

Secretary

Position Description

This is a 4-year role on the Executive Committee. As a member of the Executive Committee of the Seabird Group (a registered charity), the Secretary is formally a Trustee of the Seabird Group. This means that they share legal responsibility for governing the Seabird Group and directing how it is managed. They are legally obliged to act in the Seabird Group's best interests, responsibly manage the Seabird Group's resources and act with reasonable care and skill. The roles of a Trustee are as follows:

1. Ensure the Seabird Group is carrying out its purpose for public benefit (set out in the constitution)
2. Comply with the Seabird Group's governing document (the constitution) and with UK Charity Commission law
3. Act in the Seabird Group's best interest (avoid conflicts of interest)
4. Manage Seabird Group resources responsibly
5. Act with reasonable care and skill
6. Ensure the Seabird Group is accountable (comply with statutory accounting and reporting)

Acting with reasonable care and skill means making use of your skills/experience and seeking advice where appropriate and ensuring you give enough time and energy to your role. This includes endeavouring to attending all meetings and the AGM.

More on what it means to be a trustee of a charity:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, the Seabird Group Secretary has several specific duties associated with the role:

Attending Seabird Group Executive Committee meetings

The committee meets around once a month for ~1h, online.

Taking part in working groups

The committee sometimes forms working groups to focus on a particular issue (e.g. Equality and Diversity, Conference Planning, journal). The Secretary is encouraged to join these as appropriate.

Administration and organisation of Executive Committee meetings

- Organise Executive Committee (ExComm) meetings. These are usually once a month and take place on Zoom.
- Circulate an agenda for each ExComm meeting a few days before the meeting.
- Take the minutes during the ExComm meetings.

- After the meeting, write-up the minutes and circulate them to the ExComm via email.

Administration and organisation of the Annual General Meeting (AGM)

- With the Chair and ExComm, decide on a place and time for the Annual General Meeting. This is usually online, or at a large, relevant conference.
- With input from the ExComm, prepare documents to send to all members ahead of the AGM. This includes a draft agenda for the AGM, the minutes of the previous AGM, the Annual Report and advertisements for vacancies on ExComm.
- Organise the online votes for vacancies and agenda items that need to be voted on, which are open to the membership ahead of the AGM.
- Take minutes during the AGM and finalise them afterwards.

Collation of the Annual/End of Year Report

- You are responsible for collating and writing the Annual Report on the activities of the Seabird Group, which is presented at the AGM. Each ExComm member usually provide text for their section.

Administration of Research Grant applications

- There are two research grant rounds, closing in February and October. Organise to open the call on social media, in the newsletter, and by email to members.
- Collate and anonymise applications, and send them to the rest of ExComm for review.
- Collate the reviews to determine the outcomes and contact all applicants with the outcome.
- Contact successful applicants whose reports/updates are outstanding.

Responding to emails

- The Secretary is the main point of contact for most people including members and those external to the charity. People will contact you via the Secretary email address (secretary@seabirdgroup.org.uk).
- It is your responsibility to respond to relevant emails and any requests for information, or to forward emails to relevant members of the ExComm.

Other tasks

- Keep all important documents relating to the running of the charity, ensuring they are appropriately backed up and updated.
- Keeping on top of our DropBox and Zoom accounts and subscriptions.

Skills required for the role:

No specific experience is required, but candidates should have good organisational skills. We welcome applications from early-career candidates. There is no restriction on geographic location, although candidates should be able to attend monthly ExComm meetings taking place around 12-2pm UK time.

A handover will be organised with the previous secretary, and there will be an overlap period of at least one month to facilitate the transition.

How to apply?

If you have any question about the role don't hesitate to email the current secretary, Nina O'Hanlon, at secretary@seabirdgroup.org.uk.