

Secretary of BISA Executive Committee

1. Overall purpose

The Secretary is responsible for keeping the 'conscience' of the Association, ensuring that its trustees take decisions and act in line with BISA's public benefit mission and comply with relevant legislative and regulatory requirements.

The Secretary is responsible for matters that relate to the management of BISA's membership, for any 'general meeting' call and the agenda of that meeting.

2. Duties and responsibilities of the Secretary

- In addition to the duties below, to have regard for the responsibilities and duties of an ordinary Executive Committee member
- To collate and when required, to draft responses to opinion calls by external institutions in liaison with the Chair and the Director
- Together with the officers, to liaise with the editors and publishers of the Association's publications
- To contribute to the trustees' annual report each year
- To convene and chair the membership sub-committee
- To convene and chair other sub committees as required
- Sit on nomination and disciplinary committees as required
- Oversee with the Director and take responsibility for the annual working group funding cycle and all other working group matters in compliance with BISA working group guidelines
- Oversee elections among the membership for positions on the BISA Executive Committee.

3. Qualities of the Secretary

- Good reputation and profile in the International Studies academic community

- Currently a Senior Lecturer or higher, based at a UK institution
- Commitment to, and knowledge of, the work of the Association
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A high level of organisational administrative skills
- Willingness to devote the necessary time and effort, to act as a trustee of the Association
- Experience of staff management and chairing committees
- Ability to work effectively as both leader and member of a team, as appropriate
- Ability to think critically and independently
- Willingness to make challenging recommendations to the committee, if necessary
- Ability to lead debates in committee, while ensuring members can make a full contribution
- Willingness to be available to BISA Director and staff, officers and trustees for advice and enquiries on an ad hoc basis
- Commitment to the Nolan principles of standards in public life: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership.

4. Time consideration

- The Executive Committee and its sub-committees meet at least four times a year
- In addition, the Secretary ought to be prepared to dedicate the equivalent of one to two working days per month across the year to BISA responsibilities.