**Role description for Secretary of BMFMS**

The post of secretary of BMFMS is a three year tenure. The secretary will have oversight of the governance of the society, for example keeping the Charities Commission updated with changes made to the constitution, and the names and addresses of the trustees. They will attend all the BMFMS committee meetings, and assist with the production of accurate minutes of these meetings. They will keep under review actions agreed at committee meetings, and will follow up on the progress of these actions between meetings. They will be expected to play a major role in the organisation of the annual conference, liaising closely with the President and the Treasurer on this, and other matters. They will chair the annual general meeting, held during the yearly conference. The secretary can be expected to be part of executive decision making, and needs to be rapidly responsive to issues arising within the charity, and concerning the annual conference. The secretary will also be expected to contribute to the general work of the society, particularly in areas of their own clinical interest.