

## Role Description: GENERAL SECRETARY

### *Background*

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to advance the understanding of weather and climate and its application for the benefit of all**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological societies.

### *Role*

The General Secretary plays a key role as one of the Senior Officers of the Society in helping to shape and develop the future direction of the organisation and has responsibility to oversee efficient administration of the charity, particularly with regard to ensuring compliance with statutory and regulatory requirements. The General Secretary is nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Member of Council serves as a Trustee of the Society.

### *Responsibilities*

The main responsibilities of the General Secretary are:

- attend meetings of Council and actively contribute to and respond in a timely way to Society affairs;
- Chair the House Committee overseeing relevant policies (around staff, health and safety, diversity, data protection etc), procedures and practices (relating to the Charter, By-Laws and Standing Orders), and Society's Risk Register;
- oversight of staff matters and the point of appeal for staff on matters of grievance;
- Chair the Salary and Remuneration Committee recommending changes to the Staff Pay Policy and salary payments in line with the policy; reviewing the Job Evaluation of any new or significantly changing roles within the Society (including salary bands); and keeping under review: staff benefits, including pension provision; the employment of temporary and casual staff etc;
- Chair the Investigations Committee overseeing relevant enquiries according to the statement of regulations issued by Council under By-Law 28; collate evidence as required to carry out investigations with fairness, impartiality and thoroughness; and submit written reports and recommendations to Council at the conclusion of such enquiries;
- attend the Strategic Planning Board representing projects that would come from changes in policy or procedures made at the House Committee;
- oversight of the policy and practice with respect to the Society's archives and all external bodies to which the Society is a Corporate Member;
- act as an Ambassador for the Society by promoting its aims and activities including membership;
- attend the Society's Annual General Meeting, usually held in May or June each year.

The General Secretary currently acts as:

- Chair the Membership Development Board ensuring that the membership categories continue to be appropriate for the work of the Society; oversight of membership benefits by category, activities to help retain and also grow membership in line with the Strategic Plan targets, and close engagement with the Accreditation Board;
- RMetS representative on the European Meteorological Society's (EMS) Council including attendance at EMS Council and General meetings.

In addition to the specific roles defined here, the General Secretary may take up membership of whichever of the Society's committees they wish to become involved with.

### *Requirements*

The successful candidate will ideally have:

- experience of corporate compliance, risk management and strategic planning
- a commitment to the purpose, objects and values of the organisation
- experience of HR or people management
- good attention to detail
- a willingness to ask questions
- experience in different sectors of meteorology
- experience of working for or with multinational organisations
- understanding of membership organisations
- an understanding of the organisational and financial position of the organisation

- an ability to maintain confidentiality on sensitive and confidential information
- an ability to analyse information and, when necessary, challenge constructively
- a willingness to devote the necessary time and effort
- an ability to think strategically without becoming too involved in the detail.

#### *Term of Office*

The General Secretary serves a five-year term of office.

#### *Support*

The role will be supported by the Chief Executive, Chief Financial Officer and Membership Development Manager. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.