



## **Role Description Honorary General Secretary**

The Honorary General Secretary provides the membership and organisation management and supervision for ABCD (Diabetes Care) Ltd a subsidiary of the charity, Diabetes Care Trust (ABCD) Ltd. The honorary general secretary is supported by an external secretariat, currently Red Hot Irons Ltd.

The role is for a period of 3 years initially and is reviewed on an annual basis thereafter.

The honorary general secretary will be appointed as a trustee for Diabetes Care Trust (ABCD) Ltd for the duration of their term of office in this role. The secretary will also be appointed as part of the executive team for ABCD (Diabetes Care) Ltd.

### **Main responsibilities**

1. Supported by the secretariat, plans, arranges and attends committee meetings – responsible for ensuring minutes of committee meetings and AGM are complete.
2. Participates in regular meetings and discussions with trustees and/or executive on issues pertaining to the organisations.
3. Liaises with the secretariat, Red Hot Irons Ltd and treasurer regarding the status, recruitment and retention of the membership.
4. Liaises with the secretariat and supports and encourages the submission of content and material for the members newsletter
5. Liaises with the secretariat regarding communications to the membership
6. Supports and contributes to the National Workforce audit
7. Coordinates and selects individuals from ABCD membership to act as representatives, advocates and ambassadors for ABCD with external organisations including NICE, RCP, Guideline Groups, JBDS etc.
8. Coordinates the ABCD support and representation at the annual meeting Diabetes UK Meeting
9. Participates in the planning of ABCD regional and national events to ensure membership needs are met
10. Produces a report on membership, membership representation and activity for Diabetes Care Trust twice per year
11. Attends Diabetes Care Trust trustee meetings
12. Ensures compliance to Company's House requirements for Annual General Meetings and is responsible for ensuring AGM conducted within annual required timelines
13. Attends AGM of both organisations to answer any queries and present the Honorary General Secretary report for meeting.
14. Ensures committee groups and boards are managed appropriately and processes for election of committee vacancies and officer positions are carried out transparently and according to ABCD policies

ABCD (Diabetes Care) Ltd is a company limited by shares in England and Wales under company number 727037. Diabetes Care Trust (ABCD) is a registered charity number 1139057, a company limited by guarantee in England and Wales under company number 74248361. ABCD (Diabetes Care) Ltd is a wholly owned subsidiary of the Diabetes Care Trust (ABCD) Ltd

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Registered address: Sterling House 1 Sheepscar Court Meanwood Road Leeds LS7 2BB



15. Supported by the secretariat, ensure organisation adheres to transparent processes and that there are appropriate policies and procedures in place such as terms of office, role descriptions, equality and diversity policies, representation policies, publications policy and endorsement policies
16. Supported by the secretariat is responsible for ensuring an appropriate process is in place for monitoring and recording committee conflicts of interest
17. Ensuring policies and procedures are reviewed every three years and updated as appropriate supported by the secretariat
18. Responsible for ensuring compliance to GDPR supported by secretariat
19. Supported by the secretariat , is responsible for ensuring tools and resources made available to membership and public are maintained and updated in line with publications policy
20. Manages and supervises queries from external organisations and individuals regarding ABCD and specialist diabetes.
21. Attends national meetings on behalf of ABCD (e.g Health Care Commission, NICE) and agreed by ABCD Executive.
22. Acts as spokesperson and ambassador for ABCD and supervises media requests
23. Working with ABCD Executive contributes to the strategic planning and implementation of programmes for ABCD

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