



THE BRITISH THORACIC SOCIETY

NOTICE OF VACANCY: HONORARY SECRETARY 2025-2028

Professor Andres Floto will come to the end of his period of office as Honorary Secretary in November 2025. The Society's constitution requires that we seek a replacement to shadow Professor Floto for the remainder of the year, taking over at the Annual General Meeting in November 2025 and serving for three years until November 2028.

Scope and Requirements of the Post

The Honorary Secretary is a Trustee of the Society as are the other four Honorary Officers, the Chairs of the Standing Committees, two Lay Trustees and two other ad-hoc members. He or she also acts as Company Secretary (the Society is a company limited by guarantee as well as a registered charity). In these capacities (s)he is responsible for the following important aspects of the Society's governance:

- Timely and accurate returns of annual report and accounts to the Charity Commission (jointly and severally with other Trustees).
- Timely and accurate returns to Companies House of annual accounts and notification of changes of Directors (the Hon. Secretary is the Company Secretary).
- Making sure that the Annual General Meeting is called according to the requirements of the Society's constitution; that meetings of the BTS Board and Council are also held in accordance with constitutional requirements; that meetings are quorate; that proceedings are minuted; and in all other respects that Society meetings are compliant with the requirements of the Memorandum and Articles.
- Overseeing the election of members of Council and President-Elect annually, and the system of selection of Honorary Officers. The role of returning officer for subsequent ballots is delegated to the Chief Executive.
- Acting as Secretary to the Society's Remuneration Committee.

(Please note that in practice the Chief Executive and Senior Management Team are responsible for the related paperwork for all the above tasks, liaising with the Honorary Secretary each year so that the tasks are fulfilled according to deadline).

Policy Matters

The Honorary Secretary is responsible for several key areas of Society policy:

- Annual Declarations of Interest Scheme- the policy relating to the Society and its relation with Biomedical Industry is reviewed annually by the Society's Council, advised by the Honorary Secretary. The Hon. Secretary scrutinises all annual returns and acts as the lead, in consultation with Chairs of Committees concerned, where queries arise. The Honorary Secretary is responsible for ensuring that the related paperwork, including the annual Declarations of Interest form and related correspondence, is reviewed annually and that the

system is in good order for identifying and solving possible problems resulting from the data collection.

- Relationships with External Bodies – the Society has developed a system whereby all BTS Specialist Advisory Groups and nominated representatives on external bodies are required to make an annual report to the Society about key issues, policy considerations (if any) and assessment of the value (or otherwise) to the Society of these links. It is the role of the Honorary Secretary (working with head office staff) to solicit annual reports from representatives; ensure these are discussed by BTS Board annually; discuss with the representative any issues arising from these reports; and maintain a record of these reports.
- Dealing with requests from external organisations for the views of the Society on a range of issues. The Society has a well-developed system for dealing with request of this nature and the Honorary Secretary works closely with the Chief Executive in relation to these requests.
- The Society's network of Specialist Advisory Groups, play a significant role in the Society's ability to reflect expert opinion internally (for example in relation to educational activities and sessions in the Summer & Winter Meeting programmes) and externally (responding to consultations and the like), as well as providing valuable horizon scanning information to Trustees. The system for replenishing membership and annual reporting is run by head office staff – and in particular the Chief Executive, who acts as the main link between the Board and SAGs. The Honorary Secretary is required to provide an overview of annual reports from SAGs and to assist and advise where clinical judgement and/or BTS Trustee input is needed.
- Annual call for volunteers for BTS Committees: an annual call for volunteers via eBTS News and the website with due regard for the Society's policy for inclusion, diversity and equality. The administrative work involved is devolved to BTS Head office staff.
- Approved Exhibitors: - The Honorary Secretary with the Chief Executive determines whether pharmaceutical companies, medical equipment manufacturers etc. may be added to the Society's list of Approved Exhibitors for the BTS Summer and Winter Meetings and short courses.

Ad-hoc Projects

The Honorary Secretary is occasionally asked to take the lead on issues which are of special interest to the Honorary Officers and the membership as a whole. These issues may include:-

- Preparation of proposals for a review of the governance structures of the Society for approval by the Board;
- Specific projects that need Trustee leadership as approved by the Board;
- Liaison with other professional bodies where necessary;
- Providing input as needed to head office activities.

Operational Requirements of the Post

As one of the five Honorary Officers of the Society, the Honorary Secretary is a key member of the Officers' Group which meets regularly with the Chief Executive and members of the Senior Management Team between Board meetings, to discuss matters of resource management and to provide support to staff. As such, the Honorary Secretary receives information which informs the Society's Risk Management and Financial Management strategies.

Time commitment

- The Board meets 4-5 times a year, and the Honorary Secretary is also expected to attend the two Council meetings (which take place on the same day as Board), plus the AGM each year. The Honorary Officers meet virtually once a month and on an ad hoc basis with other senior colleagues at RCP London and NHSE. The Honorary Secretary also attends meetings of the RCP Medical Specialty Board when diaries permit. The work involved in undertaking this role is in the region of 4-6 hours per week, although this varies depending on the time of year and if there are any special pieces of work following Board or Council meetings.

Any member who wishes to know more should contact Sally Welham (via sally.welham@brit-thoracic.org.uk.)

How to apply

Members wishing to be considered for the post should apply in writing by email to sally.welham@brit-thoracic.org.uk no later than **Monday 28 April 2025**. They should be proposed and seconded by two members in good standing.

It is recommended that any member considering applying for this post discusses it with their Trust/employer to gain approval prior to application.

Revised by Chief Executive: March 2025

Next review: March 2028