

HONORARY SECRETARY

JOB DESCRIPTION

Background

The Association of Surgeons of Great Britain and Ireland (ASGBI) seeks to appoint a dedicated and experienced colleague to serve as Honorary Secretary.

This role will provide strategic leadership in communication, governance, and member engagement across the Association. The Honorary Secretary will play a key part in supporting the President and Executive Board, ensuring effective communication between the Association, its members, and external stakeholders.

The Honorary Secretary will provide high-level leadership and strategic oversight across ASGBI's governance, communications, and member engagement activities. Acting as a key link between the President, Executive Board, Council, and Secretariat, the post holder will ensure clear and consistent internal communication and alignment with ASGBI's strategic priorities. The role includes guiding the Association's communications strategy, providing editorial oversight, and strengthening relationships with stakeholders, including surgical Royal Colleges, Specialty Associations, and partner organisations. The Honorary Secretary will also ensure robust governance and operational effectiveness, supporting policy development, inclusive member engagement, and the planning and delivery of key events such as the Annual Congress and AGM.

Appointment

The post holder must be a current member of ASGBI and be a practicing general surgeon in good standing.

The appointment is made by interview. The position does not carry remuneration or sessional reimbursement, and the post holder should have the support of their employing Trust.

The role requires regular participation in meetings of the ASGBI Executive Board, Council, and relevant committees, as well as active involvement in strategic and policy development.

Term of Office

A maximum of four consecutive years, renewable annually at the Association's AGM.

Description of Duties

- Provide high-level leadership and advice on all matters relating to governance, communication, and member engagement.



- Serve as the key link between the President, Executive Board, Council, and Secretariat to ensure consistent and effective internal communication.
- Oversee the Association's communications strategy and ensure alignment with ASGBI's strategic priorities.
- Work closely with the Communications & Events Manager and Secretariat to ensure the Association's publications, website, and e-communications are accurate, timely, and professionally presented.
- Provide editorial oversight of ASGBI communications.
- Be a member of each ASGBI Committee (ex officio) to ensure consistency and cross-communication across all organisational functions.
- Ensure appropriate policies and procedures are in place for data management, member communication, and publication standards.
- Advise the President and wider Executive Board on reputational and communications matters, including crisis communications and strategic messaging.
- Contribute to the planning and delivery of the Annual Congress, particularly regarding messaging, member engagement, and AGM communications.
- Support the development of inclusive communication practices, promoting diversity and transparency in all member engagement activities.

Eligibility Criteria

- Be a member for at least one year preceding the closing date for applications and be in current NHS consultant practice.
- Be in good professional standing and not subject to any ongoing investigation.
- Be willing and able to be a Director of a Limited company.

Administrative Support

- Administrative support will be through the Association's Office.
- Travel expenses will be in accordance with the Policies of the Association in force at the time.

Application process

Each applicant should provide a current CV and prepare a statement of interest (up to one page), detailing why they are an appropriate candidate for the position.

Governance

The Association is a not-for-profit Company limited by guarantee registered in England (No: 06783090) and is Registered for VAT (No: GB944307034). There is also an affiliated incorporated charity, The ASGBI Charity (previously The Surgical Foundation Registered Charity No: 1068016; Company No: 03476019).

Good governance and sound financial management are, therefore, of vital importance, and the Executive Board of Directors is responsible for ensuring that the Association meets the requirements of Companies House and the Charity Commission.



ASGBI is committed to an open, transparent and supportive working environment, encouraging a wide, diverse and inclusive dialogue with all members. All those appointed to a leadership position in ASGBI are expected to uphold these values and behaviours.

It is expected that every ASGBI Executive Board member will:

1. Declare conflicts of interest
2. Attend the majority of relevant meetings
3. Represent ASGBI in all their interactions to raise profile and encourage membership



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