

EMWA Executive Committee (EC) Officer Job Description: HONORARY SECRETARY

Eligibility

To be eligible for the position of Honorary Secretary, an individual must be a paid-up EMWA member and must have attended at least one Spring Conference in the previous three years.

Elections

The Honorary Secretary is elected by a simple majority of the members who vote.

Members wishing to stand for election should send a short candidate statement (up to 400 words) and photograph by email to EMWA Head Office (HO) by the defined date. . This should provide brief information about the candidate's experience and why they believe they are qualified for the position. Candidate statements will be sent to all members before the AM. Candidate statements will also be published in Medical Writing if they are received before the print deadline of the pre-conference issue.

All candidates should attend the AM at which the election result will be announced. The successful candidate will assume office immediately upon election and should attend the EC meeting at the same conference.

Duration of office

The Honorary Secretary holds their post for a two-year period, starting immediately after the AM at which they were elected and ending at the AM two years later.

In order to ensure transfer of knowledge, the previous Honorary Secretary agrees to work closely with the newly-elected Honorary Secretary for at least 3 months after stepping down.

EMWA is a company limited by guarantee (not for profit). All EC members are Directors of EMWA Ltd.

Benefits and advantages

There are many benefits and advantages of being the Honorary Secretary! These include:

- Free registration at EMWA's biannual conferences for the duration of the term of office starting from the conference after their election (NB: this does not include the conference at which the officer is elected, and does not include the cost of optional workshops and social events).
- Reimbursement of reasonable travel expenses for attendance at EMWA's biannual conferences and any other EMWA meetings which the EC officer is required to attend (NB: this does not include the conference at which the officer is elected).

- Two free nights in the conference hotel at EMWA's biannual conferences. If the EC officer is also presenting a workshop or other event at the conference, they will be eligible for 1 or 2 additional nights in the hotel as described in EMWA's reimbursement policy.
- Freephone dial-in number for all EMWA teleconferences.
- Excellent networking opportunities and impressive experience on CV!
- Great exposure for your company or freelance activity (your name and company name will appear on the EMWA website and in the front cover of each issue of Medical Writing and the conference brochure).
- Opportunity to visit interesting European cities at our conferences.

Responsibilities

The responsibilities of the Honorary Secretary fall into two main areas: (1) general EC responsibilities, and (2) specific responsibilities of the Honorary Secretary.

General EC responsibilities

The Honorary Secretary is a member of the EC and thus assumes the associated responsibilities as defined in EMWA's Articles of Association. The tasks and responsibilities related to being an EC officer include the following:

- Participate in EC meetings: these are monthly teleconferences (2 hours) and face-to-face meetings (1 day) held at EMWA's biannual conferences. At these meetings, discuss and vote on all issues that require full EC input. Read and approve EC meeting minutes.
- Read and reply to email communications from other EC members and HO regarding general EMWA issues that require EC discussion.
- Review, comment on and approve documents that require EC input.
- Help to find candidates for EC positions coming up for election, particularly that of Honorary Secretary, and help to train new EC officers.
- Read and be familiar with EMWA's Articles of Association, Rules of the Association, policies and procedures, and all other official EMWA documents and help to ensure they are respected.
- Be familiar with EMWA's Business Plan and Communication Plan and take responsibility for implementing some of the actions.
- Participate in strategy meetings aimed at reviewing and updating the Business Plan and Communication Plan.

Specific responsibilities of the Honorary Secretary

The Honorary Secretary is also the registered Company Secretary for EMWA. The majority of responsibilities of the Company Secretary are in line with those of the Honorary Secretary. However, the Company Secretary also need to maintain an awareness of the financial aspects of EMWA and should therefore also be a member of the Finance Subcommittee.

The specific responsibilities of the Honorary Secretary include the following:

Constitution

- Read and be familiar with EMWA's Articles of Association, Rules of the Association, policies and procedures, and all other official EMWA documents and ensure they are respected. While all the EC should help to ensure the official EMWA documents are respected, the Honorary Secretary should keep a copy of these documents to hand and should raise any areas of concern with the rest of the EC and be able to address any queries about whether specific decisions are in accordance with these documents.

- Regularly review the Articles of Association, Rules of the Association, policies and procedures, and all other official EMWA documents to ensure they still reflect the current practices. When required, coordinate updates to the Articles of Association, Policies and Procedures, and all other official EMWA documents in line with the required regulations and standards.
- Lead EC discussions and votes on aspects of EMWA's Articles of Association, , Rules of the Association, Policies and Procedures, and all other official EMWA documents (ie, discussions on updates to documentation, letters to members or contracts). Communicate EC's decision as appropriate.
- Changes to the Articles of Association are approved by the members. Ensure any changes are completed within the legally-required time limit before the members vote to approve.
- Changes to the Rules of the Association, policies and procedures are approved by the EC. If the changes are significant, the members approval may also be requested.

Monitoring Head Office Performance

- Together with the President and Vice-President (Treasurer may also be invited), meet with HO staff and conduct an annual review of HO services. The annual review meeting should be conducted at the HO in early Spring.
- Coordinate any change to the HO service provider should this be required
- Receive monthly report from HO, describing activities performed and a status update for any ongoing activities.
- Together with the President and Vice-President receive details of any performance issues, address with HO and follow to resolution.

Contracts

- Review and approve all contracts between EMWA and service providers (eg, website management, solicitors, conference venues).
- Review contract with HO on an annual basis. Lead any EC discussions and votes on revisions to contract. Liaise with Treasurer if these have cost implications. Ensure revised contracts are approved by the EC as appropriate.

Meetings of the Members (AM or Extraordinary General Meeting [EGM])

- The Honorary Secretary is responsible for ensuring that the meeting pack is sent by HO to all members within the legally-required time limit before the conference and for preparing the meeting agenda.
- Liaise with HO, the President and the Conference Director regarding meeting agenda, collection of materials and mailing of the meeting pack to members. Set up timelines to ensure the meeting pack reaches members within the legally-required time limit before the conference, as set out in the Articles of Association, and ensure timelines are respected.

- During the run-up to the conference, liaise with HO, answer their questions, and together with the President make all necessary decisions about aspects of the meeting organisation.
- Ensure the call for nominations is sent out according to the legally-required time limit before the conference, as set out in the Articles of Association.

New EC Members

- Ensure the new EC member official administration pack is updated to include any updated documents as required.
- Ensure each new EC member receives an official administration pack once elected on to the EC.
- Ensure each new EC member signs and returns form to indicate these packs have been read and understood.

Other Responsibilities

- Interact with other EC officers and/or the entire EC regarding aspects of the role that require EC input or regarding issues of which the EC should be aware. For example, the Education Officer is responsible for building the Educational part of the conference programme made up of EMWA Professional Development Programme [EPDP] workshops and the Treasurer is responsible for approving the conference budgets.
- Every EC member is a director of EMWA. Ensure directorship forms are completed and returned in a timely manner after election to the EC.
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