**General Secretary – APPLICATION FORM**

**2023 – 2026**

Please complete this form electronically and email to the address on p.2. If you do not have access to email, you may return it by post.

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Supporting Statement (200 words maximum)**Please state how your skills and experience would enable you to fulfil the role of General Secretary. If an election is needed, this summary will be distributed to the Fellowship unedited, together with the ballot paper.As well as the specific requirements of the General Secretary role, you may wish to note skills in areas such as: |
| * Experience and knowledge of learned societies or similar organisations
* Governance and administration of charities
* Knowledge of Equality, Diversity and Inclusion
* Management experience
 | * Public relations
* Legal expertise
* Human resources/employment
* Planning/resource allocation
* Fundraising
* Publishing
* Welsh Language (fluency)
 |
| **Statement:** |
| By signing below, you hereby apply to serve as General Secretary for three Society Years – from the end of the Society’s Annual General Meeting held on 17 May 2023 until the end of the AGM 2026  |
| **Signature:** |  |
| **Date:** |  |

**Please return the completed form by email to:** Akirk@lsw.wales.ac.uk

If you do not have access to email, please return in an envelope marked ‘Private and Confidential’ to:

Amanda Kirk

Clerk to Council

Learned Society of Wales

The University Registry

King Edward VII Avenue

Cathays Park

Cardiff, CF10 3NS

**Deadline for receipt of applications:**

Monday 16h January 2023

**Ethol Ysgrifennydd Cyffredinol**

**2023 – 2026**

Llenwch y ffurflen hon yn electronig a'i hanfon drwy e-bost i'r cyfeiriad ar y dudalen nesaf. Os nad oes gennych fynediad at e-bost, gallwch ddychwelyd y ffurflen drwy'r post.

|  |  |
| --- | --- |
| **Enw:** |  |
| **Ebost:** |  |
| **Datganiad Ategol (uchafswm o 200 gair)**Nodwch sut y byddai eich sgiliau a'ch profiad yn eich galluogi i gyflawni rôl y Ysgrifennydd Cyffredinol.Os oes angen etholiad, bydd y crynodeb hwn yn cael ei ddosbarthu i'r Gymrodoriaeth heb ei olygu, ynghyd â'r papur pleidleisio.Yn ogystal â gofynion penodol rôl y Trysorydd, efallai yr hoffech nodi sgiliau mewn meysydd fel: |
| * Profiad a gwybodaeth am gymdeithasau dysgedig neu sefydliadau tebyg
* Llywodraethu a gweinyddu elusennau
* Gwybodaeth am gydraddoldeb, amrywiaeth a chynhwysiant
* Profiad o reoli
 | * Cysylltiadau cyhoeddus
* Arbenigedd cyfreithiol
* Adnoddau dynol/cyflogaeth
* Cynllunio/dyrannu adnoddau
* Codi arian
* Cyhoeddi
* Y Gymraeg (rhuglder)
 |
| **Datganiad:** |
| Drwy lofnodi isod, rydych chi drwy hyn, yn gwneud cais i wasanaethu fel Ysgrifennydd Cyffredinol am dair Blynedd – o ddiwedd Cyfarfod Cyffredinol Blynyddol y Gymdeithas sydd yn cael ei gynnal ar 17 Mai 2023, hyd at ddiwedd Cyfarfod Cyffredinol Blynyddol 2026 |
| **Llofnod:** |  |
| **Dyddiad:** |  |

**Dychwelwch y ffurflen wedi’i chwblhau drwy e-bost at:** Akirk@lsw.wales.ac.uk

Os nad oes gennych fynediad at e-bost, dychwelwch mewn amlen wedi'i marcio 'Preifat a Chyfrinachol ' at:

Amanda Kirk

Clerc y Cyngor

Cymdeithas Ddysgedig Cymru

Swyddfa gofrestredig: Cofrestrfa’r Brifysgol

Rhodfa’r Brenin Edward VII

Parc Cathays

Caerdydd CF10 3NS

**Dyddiad cau ar gyfer derbyn ceisiadau:**

Dydd Llun 16 Ionawr 2023