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Election of the General Secretary

Term of Office

The General Secretary will be appointed to serve for a term of up to three Society Years beginning at the close of the Annual General Meeting on 17 May 2023. (*A Society Year is defined as the period between the close of the Annual General Meeting in one year and the close of the Annual General Meeting in the next.*) The General Secretary may seek re-election for a second term of up to three Society Years. The General Secretary having served two terms shall not be eligible for re-election for a further consecutive term.

Description of role

The office of General Secretary of the Learned Society of Wales is an important and prestigious one and the General Secretary plays a key role in ensuring the Society’s success.

The person appointed will be supported in the role by the Vice-President for Science, Technology, Engineering, Medicine and Mathematics, the Vice-President for the Arts, Humanities and Social Sciences, the Treasurer, other members of the Council and of the Fellowship, and by the Society’s Chief Executive, Clerk and other members of the Secretariat.

The formal role of the General Secretary:

* The General Secretary ‘shall be responsible to the Council for the general conduct of the Society’s business, excepting that which relates to finance. He or she shall present to the Annual General Meeting such reports as may be required to inform Fellows of the business of the Council. He or she may attend all meetings of the Society.’ [regulation 7.1]
* In order to fulfil the above duty, the General Secretary must have a close working knowledge of the Society’s structure, constitution, standing orders, regulations and policy and the legal framework under which the Society operates
* The General Secretary shall present at the Annual General Meeting of the Society, at such other General Meetings as may be convened, and also, as appropriate, at meetings of senior committees established by the Council, including the General Purposes Committee (ca. 4 meetings each year), the Appointments, Governance and Nominations Committee (ca. 2 meetings each year) and meetings of the Society’s Officers (ca. 10 each year)
* As directed by Council, the General Secretary will lead on the Presidential Search which reports to the Appointments, Governance and Nominations Committee in the first instance, before making recommendations to Council
* The General Secretary shall participate in the Society’s programme of events, including attending lectures, seminars and other meetings on a necessarily selective but appropriate basis
* The General Secretary shall play a key role in assisting office bearers and staff in undertaking their responsibilities and in particular to ensure that the work of the office bearers remains consistent with the Society’s regulations, policies and plans
* The General Secretary discharges his/her responsibilities through convening and attending meetings and through regular contact with the Society’s Chief Executive and Clerk with whom he/she liaises regularly at informal meetings or through email/telephone discussion
* In addition to supporting the Chief Executive and Clerk, the General Secretary supports the President in providing leadership to the Council and ensuring that decision making is participatory and democratic and provides leadership in dispute resolution
* The General Secretary shall contribute to setting the Society’s strategic direction to ensure it represents Wales internationally in the world of learning and offers authoritative, scholarly and critical comment and advice at the highest levels on policy issues affecting Wales.
* The General Secretary shall also contribute to policy and convening Fellows for the purpose of formal consultations through knowledge of the HE, other national academies and the UK research system
* The General Secretary shall behave at all times with the integrity necessary to maintain public confidence in the role, the Society and Welsh academic and intellectual life

**Ex-officio committee membership**

* The Executive
* Council
* Governance Oversight Committee
* Human Resources Committee