

# Terms of Reference: Honorary Meetings Secretary

## 1. Role of the Honorary Meetings Secretary (HMS)

The HMS sits on the Society's Council of Trustees which sets the Society's strategy and overall direction and maintains oversight of the organisations' financial position. As such the HMS will contribute to discussions, strategy and oversight.

The postholder ensures the programme of scientific events contributes to and furthers the Society's strategic objectives, providing a platform for knowledge-sharing, networking and collaboration. Together with the Research Area and Conferences & Training Panel members, they keep such activities and services under review, making sure they are relevant, serve the community, are strategically aligned, and are providing value for the Society and the molecular bioscience community.

In addition the HMS chairs the Society's Conferences and Training Panel, and is a member of the Awards Panel (please see section 3).

As a Trustee and Director, the HMS:

- ensures the Society is carrying out its purposes for the public benefit
- complies with the Society's governing documents and the law
- acts in the Society's best interests, avoiding conflicts of interest and promoting its success
- manages the Society's resources responsibly
- acts with reasonable care, skill and diligence, exercising independent judgement
- ensures the Society is accountable and complies with statutory accounting and reporting

## 2. Skills and experience

Candidates should be collaborative communicators, able to apply insight, judgement and challenge to the organisation's strategic risks.

### Essential:

- Eligible to serve as a charity Trustee and company director and understands the associated legal duties and responsibilities
- Good strategic vision and independent judgement
- Able to dedicate the necessary time to fulfil duties effectively
- Willingness to contribute and collaborate, and to act as an ambassador for the Society
- Have a good understanding of current scientific knowledge including hot topics
- Have experience of organising scientific events

### Desirable:

- An awareness of standards of best practice in scientific events
- Experience in leadership roles and/or knowledge of the learned society or charity sector

### 3. Meetings

- The HMS holds a seat on the Council of Trustees, which currently meets four times a year (March, May, July and November)
- All Trustees are expected to attend the Society's AGM (July) and any other general meetings as and when called
- The HMS is the Chair of the Conferences and Training Panel which meets three times a year (May, November and either July or September). The panel oversees the Society's programme of scientific events and professional development to ensure they are both impactful and sustainable. It is also responsible for identifying gaps in community training, awarding Sponsored Event Grants, and collaborating with external partners to deliver high-value engagement and career-related opportunities
- The HMS will occupy a seat on the Awards Committee which meets once a year to oversee the evaluation of all nominations received in the annual Biochemical Society Awards
- When it is convened later this year, the HMS will also have a seat on the Scientific Activities Committee, which will develop, deliver and oversee the Society's science strategy and activities programmes, identifying opportunities for income generation and diversification. This committee will meet twice in the second half of 2026, and four times a year thereafter
- In 2026 all governance meetings will be held online, including the AGM. Where travel is required, costs will be reimbursed in line with the Society's travel and subsistence policy

The anticipated time commitment is approximately 14 days per year, including preparation time.

### 4. Term of Office

The HMS will serve an initial term of office of five (5) years, with the possibility of extension, subject to approval, up to a maximum total term of eight (8) years.