



## National Heritage Science Forum – Honorary Secretary (Voluntary)

The National Heritage Science Forum (NHSF) seeks to recruit an Honorary Secretary to support its active Board of Trustees in the delivery of NHSF's charitable objects and implementation of the new Strategic Framework for Heritage Science in the UK.

### About the National Heritage Science Forum

The National Heritage Science Forum (NHSF) brings together the diverse and multidisciplinary heritage science community. The Forum's members are organisations from across the Arts and Sciences. NHSF represents many of the major UK institutions that make a significant contribution to Heritage Science in the UK. NHSF works through its members to:

- improve collaboration across heritage science;
- demonstrate the public benefit of heritage science, and;
- help practice make better use of research.

In 2018 NHSF led work to develop a new strategic framework for Heritage Science in the UK (<http://www.heritagescienceforum.org.uk/what-we-do/strategic-framework>). This framework responds to changes in the policy and operating environment for heritage science including the establishment of UK Research & Innovation and a new structure for the Research Councils, the publication of the Industrial Strategy and Digital Strategy, and a post Brexit vote landscape.

NHSF will now work with the wider heritage science sector to implement the strategic framework. It has identified the following as key areas of activity for the Forum in the next 1-3 years:

- strengthening relationships with strategic bodies to secure funding streams that are accessible to heritage science
- growing membership to be more inclusive and representative of the UK heritage science community
- communicating the public benefit of heritage science more clearly.

NHSF is a registered charity (1154160) and is committed to demonstrating the public benefit of heritage science, and increasing public engagement and support for it. The Forum has its roots in the recommendations of a House of Lords Select Committee report on Science and Heritage (2006), the Science and Heritage Programme (AHRC/EPSRC 2007-13) and the National Heritage Science Strategy (2010).

Further information: [www.heritagescienceforum.org.uk](http://www.heritagescienceforum.org.uk)

### Role of Honorary Secretary

The role of Honorary Secretary to the Board of Trustees is open to everyone who is eligible to act as a Trustee. This a new role for NHSF and the Honorary Secretary will be appointed as a Trustee of NHSF. In addition to the responsibilities of a Trustee, the Honorary Secretary has specific responsibilities that relate to secretariat duties for the Board of Trustees and Charity Commission compliance, these are identified below.

## Responsibilities of the Honorary Secretary

1. Liaise with the Chair to prepare Board meeting Agendas
2. Assemble and send out papers for each meeting from the Administrator and other trustees
3. Attend three trustee meetings a year, one teleconference and the AGM, taking minutes and sending them out within two weeks of the meeting
4. Send induction materials to new trustees as they join the Board and collect declarations of eligibility and register of related parties interests; register new trustees with the Charity Commission
5. Circulate and collect trustee declarations of related party transactions each year
6. Prepare and circulate AGM notice, agenda, minutes
7. Liaise with trustees over annual trustee resignations and appointments
8. Complete the Forum's annual return to the Charity Commission
9. Ensure Charity Commission records are up to date
10. Submit the Trustees' Annual Report, Annual Accounts and Independent Examiner's Statement to the Charity Commission

## General responsibilities of Trustees

- Ensure that NHSF complies with its governing document (its Constitution), charity law and any other relevant legislation or regulation.
- Ensure that NHSF applies its resources exclusively in pursuing its objectives.
- Contribute to the board of trustee's role in determining NHSF's strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against those targets.
- Identify opportunities for the future development and growth of the organization.
- Safeguard the good name and values of NHSF.
- Be collectively responsible for the actions of the organization and other trustees.
- Ensure the effective and efficient administration of the organization.
- Ensure the financial stability of the organization and exercise financial control through the scrutiny of financial statements, approving financial procedures, and discussing and agreeing annual budgets (with revisions as necessary).
- Ensure that risks are identified and managed appropriately.
- Advocate the role of heritage science to a wider stakeholder community.
- Act as an ambassador for the National Heritage Science Forum.

## Other information

- The role of Honorary Secretary of the National Heritage Science Forum is voluntary.
- Reasonable expenses associated with the duties of the Honorary Secretary will be paid.
- Appointment is for a term of three years in the first instance.
- The Board of Trustees meets 3 times a year, in addition to the AGM and at least one teleconference. Most meetings are in London.
- The time commitment for the Honorary Secretary is expected to be approximately 1 day per month.

## Application process

Please send a letter explaining your interest and suitability for this role, together with a summary CV (of no more than two sides of A4) and contact details for two referees to the NHSF Administrator, Caroline Peach [administrator@heritagescienceforum.org.uk](mailto:administrator@heritagescienceforum.org.uk).

**Application closing date: 5.00pm, 6<sup>th</sup> September 2019**

Dates of trustee meetings: November 2019