**SCTS Honorary Secretary**

**Job Description**

The SCTS Honorary Secretary is responsible for co-ordinating the activities of the Society. Their principal role is overseeing the smooth functioning of the SCTS and determining the strategic direction of the Society, alongside the President and President Elect. The term of office is for 3-5 years. With the forthcoming review of the constitution, consideration is being made to increase the support for the workload of the Honorary Secretary post.

The responsibilities of the Honorary Secretary include (although not exhaustive):

* Working with the other Senior Officers of the SCTS to co-ordinate the activities of the Society.
* Co-chairing some of the SCTS sub-committees or working groups.
* Organising the SCTS Executive Meetings, Annual Business Meeting and Board of Representatives Meeting (including drafting the agenda and taking minutes)
* Overseeing the election of the President Elect and Elected Trustees.
* Overseeing the selection of members to other roles within the SCTS, including the sub-committee co-chairs and appointed members.
* Ensuring that Society is run in accordance with the SCTS Constitution.
* Co-ordinating and attendance at weekly conference calls, including taking minutes.
* Assisting the SCTS President and President-elect in their duties, including attendance at national & international meetings.
* Liaising with the SCTS Communication Secretary to produce the SCTS Annual Report, SCTS Annual BORS report, SCTS Bulletin and the weekly newsletters.
* Working closely with the SCTS Administration Office, responding to enquiries and requests for information from Society members and the general public.

In view of this, the SCTS is seeking expressions of interest from Consultant Cardiothoracic Surgeons to become Honorary Secretary of the Society, which will be an excellent opportunity for the individual to make a difference to the specialty at a national level. It is essential that anyone applying is a member of the SCTS.

Informal discussions may be held with Narain Moorjani (Honorary Secretary) and Simon Kendall (President). Interested members should submit a brief CV, completed application form and consent to act / declarations of interest form to isabelle@scts.org by **midday on Wednesday 16th March 2022.**