

**THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS
BAUS ELECTED OFFICERS**

**ROLE DESCRIPTIONS
(February 2023)**

In addition to the general responsibilities of the trustees (see below) the Honorary Secretary and Honorary Secretary Elect have additional roles:

HONORARY SECRETARY

The Honorary Secretary shall hold office for two years from the time of the Annual General Meeting.

Main responsibilities:

1 Annual Scientific Meeting (ASM)

- To chair meetings of the Abstracts Committee. This will include reviewing abstracts prior to discussion by the Abstracts Committee (with the Honorary Secretary Elect).
- To co-ordinate the development and delivery (on time & to budget) of the Annual Scientific Meeting.
- To exercise editorial control over the content of the ASM and Teaching / Skills Courses delivered as part of the meeting.
- To present regular updates on the ASM to the Board of Trustees and Council.
- To chair meetings with representatives of companies which exhibit at the ASM (normally 2 per year).
- To approve companies for inclusion on the Exhibitor Database, as required.

2. Communications with Members

To consider requests from third parties to circulate questionnaires to BAUS Members. The Honorary Secretary may seek advice from, or refer the request to, the Specialist Sections as appropriate.

3. Strategic Education Theme

The Honorary Secretary and Honorary Secretary Elect are the lead Board members with responsibility for oversight of the strategic education theme and reporting to the Board of Trustees.

Key working relationships: BAUS Officers and Trustees, Honorary Secretary Elect, BAUS Sections, BAUS Events Manager & Events Team.

Committee memberships: Board of Trustees; ex officio on BAUS Council and Abstracts Committee (Honorary Secretary to Chair).

HONORARY SECRETARY ELECT

The Honorary Secretary Elect shall hold office for two years after which he / she shall proceed to Honorary Secretary at the Annual General Meeting without a vote being necessary for this conversion.

The Honorary Secretary Elect is responsible for the content, delivery programme of Teaching / Skills Courses run as part of the ASM. The Honorary Secretary Elect will also review abstracts submitted for the meeting with the Honorary Secretary prior to the Abstracts Committee. The Honorary Secretary Elect will support the Honorary Secretary in fulfilling his / her responsibilities (set out above) and will deputise for him / her, as required.

Key working relationships: BAUS Officers and Trustees, Honorary Secretary, BAUS Sections, BAUS Events Manager & Events Team.

Committee memberships: Board of Trustees; ex officio on BAUS Council and Abstracts Committee.

GENERAL RESPONSIBILITIES FOR BAUS TRUSTEES

Overall Purpose

The board of trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

Main Responsibilities

- To ensure that BAUS, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.

- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects and provide public benefit.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements and acts within the confines of its governing document and in furtherance to the charitable objects which are to promote the highest standard in the practice of Urology for the benefit of patients by fostering education, research and clinical excellence.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.