



Secretary General– role and scope of work

Inherent to this role is the ability to work closely with the Executive Director, providing a critical link between IIC's strategic ambitions and its operational capacities by ensuring all policies and guidelines are appropriate to its purpose, and by making sure IIC is an inspirational, relevant, distinctive, dynamic, and coherently managed organisation with appropriate allocation of resources, duties, and reporting systems. The Secretary General will be an important champion of IIC's sustainability, access, and inclusion agenda, and is responsible for organising and promoting the necessary cooperation and coordination between Council members, committees, and the Executive Director in relation to delivering on the business of the Institute.

Other important duties include:

- Chair of the Talent and Participation Committee
- Chair of Complaints Committee (ad hoc)
- Company Secretary including coordination of the Annual Review
- Line management of Executive Director
- Leading on HR matters including pension administration
- Bank signatory and co-administrator with the Treasurer to IIC's investment funds, reserve accounts and deposit accounts
- Preparation of Council meetings, AGMs/EGMS including representation on formal notices, overseeing administration of ballots and Fellowship ballots.

The Secretary General will be expected to work closely with the:

- President + Vice Presidents
- Treasurer and Chair of Finance Committee
- Chair of Fellowships
- Chair of Publications
- Chair of Congress
- Chair of Professional Development and Standards
- Chair of Regional Groups Committee
- Chair of Communications
- Chair of Emerging Professionals
- Chair of Awards and Grants
- Chair of Fundraising Committee
- Ordinary Council Members
- President Emeritus and Honorary Members of Council

The President and Secretary General will be expected to work not just closely with Council but with each other and recognise that the value of having a close working relationship, should be nurtured by the occupants of both roles. The Secretary General must be an IIC Fellow in good standing, domiciled in the UK and fully engaged in IIC's purpose, core activities, operations and functions.

Continued Overleaf

Qualities and Skills Required

- Excellent organisational, leadership and communication skills
- Have a well-respected regional, disciplinary, or international reputation
- Ability to promote cooperation and coordination between all Council members, committees, and staff and volunteers to proactively support, develop and deliver the work of IIC
- Commitment to delivering on IIC's sustainability, access, and inclusion agenda
- Ability to ensure decisions are taken in a timely manner and are implemented
- Tact and diplomacy

Time Commitment: Able to make an initial 3-year commitment on Council. This is an important role requiring regular, at least fortnightly, contact with the IIC office and Executive Director with good availability to deal with key administrative and HR matters, such as bank authorisation, pension administration and submission of annual returns. Attendance at 3 x Council meetings, the Annual General Meetings, any Extraordinary General Meetings (EGMs), as well as the annual Fellowship, Regional Group and Student meetings, where online attendance is possible. The Secretary General is expected to attend all key IIC events such as the biennial Student and Emerging Conservator Conference and Congress. Ability to convene and chair two or three Talent and Participation Committee meetings per year to review nominations to Council, as appropriate online, and any ad hoc committees, such as the Complaints Committee, as needed.

Expenses: Travel and accommodation expenses will be covered for key IIC events where the Secretary General is solely there to represent IIC in an official capacity.