

## Honorary Secretary

<b>Term of office</b>	3 years, renewable once (6 years maximum)
<b>Time commitment (Meetings and ad-hoc estimate)</b>	<ul style="list-style-type: none"> <li>• Trustee meetings 4 per year (2 online, 1 London, 1 York) 3 hours per meeting.</li> <li>• Finance &amp; Business Planning meetings 4 per year (4 online), 3 hours per meeting</li> <li>• One IPEM Enterprise Limited (IEL) meeting a year (IEL is a wholly owned trading subsidiary of IPEM)</li> </ul> <p>We estimate up to a maximum of 12 days per year in total. The Honorary Secretary is sometimes asked to join sub-committees of Trustees, of which there are currently none.</p>
<b>Where does this role fit in?</b>	This role is part of the IPEM Board of Trustees who are collectively and separately responsible for ensuring that the Institute complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
<b>Why volunteer?</b>	<p>To support IPEM as a charity, working for the public benefit through the advancement of physics and engineering in medicine. The satisfaction of “giving back” your knowledge, expertise and experience to support this.</p> <p>Sharing your professional knowledge, enthusiasm and personal time means we can work together more effectively on our mission to improve health through physics and engineering in medicine.</p> <p>Volunteers are absolutely key to achieving IPEM’s charitable objective through its strategy.</p>
<b>Who can apply?</b>	In order to bring independence and diverse skills to the Board, this position is only open to applicants who are not members of IPEM, nor involved in the field of Physics and Engineering applied to medicine.
<b>Key Responsibilities &amp; Duties</b>	<p><b>Strategic Responsibilities (as a Trustee)</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Institute operates in line with its charitable objects, governing documents, and all relevant legal and regulatory requirements.</li> <li>• Safeguard the reputation, values, and long-term sustainability of the Institute, including oversight of its financial health and resources.</li> <li>• Contribute to the strategic direction of the Institute, including setting priorities, defining goals, and monitoring performance against agreed objectives.</li> <li>• Support effective governance and decision-making by bringing independent judgement, challenge, and relevant expertise to Board discussions.</li> <li>• Ensure the Institute’s activities deliver public benefit and align with its mission to advance physics and engineering in medicine.</li> </ul> <p><b>Role-Specific Responsibilities (Honorary Secretary)</b></p> <ul style="list-style-type: none"> <li>• Advise the Board on matters of charity and company governance, reporting, compliance, and good practice, maintaining awareness of relevant sector developments.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Work with IPEM staff to ensure effective operation of Board processes, including oversight of agendas, minutes, and the appropriate handling of confidential business.</li> <li>• Monitor and advise the Chair (President) on the management of conflicts of interest within Board and committee discussions.</li> <li>• Support the Board in maintaining an appropriate balance of skills, knowledge, and experience, and advise on any identified gaps.</li> <li>• Work with the CEO to support the development and delivery of relevant training and updates for Trustees.</li> <li>• Contribute, alongside the President and Trustees, to the handling of any complaints or concerns relating to Trustees or the CEO.</li> <li>• Serve as a Director of IPEM Enterprise Limited (IEL), the Institute's wholly owned trading subsidiary.</li> </ul>
<b>What you get out of it</b>	<ul style="list-style-type: none"> <li>• A unique opportunity to help shape and influence the UK's professional body for physics and engineering in medicine at a strategic level.</li> <li>• The chance to contribute your knowledge and experience to a respected national organisation, making a tangible impact on the profession.</li> <li>• The opportunity to collaborate and engage with a diverse group of senior professionals on the Board of Trustees.</li> </ul>
<b>Support available</b>	<p>Trustees work closely with the CEO who is responsible for delivering IPEM's remit as a charitable body, a professional body and a learned society; as well developing and growing the charity both in terms of its impact and financial strengths.</p> <p>All Trustees are supported by the CEO, Head of Finance, Operations and Governance Manager and wider teams across IPEM.</p>

### Eligibility Requirements

<b>Membership</b>	Must not be an IPEM Member
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Understanding, acceptance and eligibility to undertake the legal duties, responsibilities and liabilities of trusteeship.</li> <li>• Able to commit to the role for a minimum of 3 years</li> <li>• Willingness to devote the necessary time and effort to fulfil the duties of a Trustee/Director.</li> <li>• Good, independent judgement and able to think creatively.</li> <li>• Willingness to speak their mind and able to work as a member of a team. Encouraging all members of the board to participate in discussion and decision.</li> <li>• Willing and able to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</li> <li>• Be organised and efficient, financially literate and able to manage complex information.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Have knowledge and/or experience of the not-for-profit sector, preferably as a Trustee or Director of a charitable company.</li> </ul>
<b>Skills and Attributes</b>	

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	<ul style="list-style-type: none"><li>• Background and skills in either legal matters, marketing, PR/communications, business development or broader commercial experience.</li></ul>
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