

Role Description – Honorary Secretary for BAPM Executive Committee

Title:	Honorary Secretary
Accountable to:	BAPM Officers and Membership
Term of office:	3 years from September 2026 (and up to 1 year handover and support to new rep when term of office ends.)
Who can apply:	Any voting BAPM member based in the UK
Remuneration:	Unpaid, but reasonable travel expenses will be covered
Workload:	Estimated 3-4 hours per week (may be more if you volunteer to help with additional projects.)

Alongside the other BAPM Officers (President and Honorary Treasurer) the Honorary Secretary plays a key part in ensuring that BAPM runs effectively, delivers the strategic plan and is responsive to the needs of members and key stakeholders. BAPM Officers hold regular brief meetings (usually 60-90 mins every fortnight) to discuss urgent items of administration and support the Chief Executive in running BAPM. The day-to-day administration of the organisation is managed by the BAPM office staff, the Honorary Secretary is a strategic role.

As a BAPM officer, the Honorary Secretary will be involved in the development of the annual conference programme and representing BAPM on some important national groups; meeting representation is shared between the officers and will vary depending people's interest and experience.

As an Executive Committee (EC) member for BAPM you will be expected to attend committee meetings 4-5 times per year and in addition may be expected to undertake project work relevant to your experience and expertise.

What BAPM can offer you:

General

- A central role in influencing BAPM's work both in developing standards and delivering education to neonatal professionals.
- A chance to learn about and influence the organisation and delivery of neonatal services at national level.
- Opportunities to network with a wide and diverse range of professionals in perinatal care.
- Exchange of knowledge and expertise.

Experience in management and leadership skills

- Committee work.
- Project organisation and time management.
- Chairing working groups and sessions at educational meetings.
- Strategic leadership of a major area of BAPM work.

Career development

- Peer mentorship and feedback.
- Evidence of involvement in BAPM work for appraisal as well as career and salary progression.

What BAPM will expect from you:

- Attendance at BAPM Officer meetings (usually 60-90mins every fortnight.)
- Attendance at EC meetings (These are held every 2-3 months. We expect there to be 2 face to face meetings and 2-3 virtual meetings per year.)
- Lead on areas of organisational and strategic work for BAPM in collaboration with other EC members.
- Represent BAPM as needed on outside bodies.
- Promote BAPM membership and its work to others and encourage their engagement.
- Support the BAPM Office to answer policy and clinical related queries

Support

The role is supported by the BAPM Officers, BAPM Office and other Executive Committee members. Outgoing committee members will also be available for a handover period once you take up the role. Representatives are reimbursed for travelling expenses and reasonable subsistence where appropriate to attend the Executive Committee and other relevant meetings.

Process

Nominations should be submitted by the person applying on the appropriate form by the advertised deadline by email to the BAPM office. If more than one nomination is received a ballot of the membership will be required. Applicants will be asked to submit a statement of up to 250 words to support their application, outlining relevant experience and reasons for applying for the role.

Acting as a trustee

BAPM is a registered charity and from 2022, all Executive committee members of BAPM will be named trustees of the organisation. Being a trustee is an official role recognised by law.

You and your co-trustees must:

- Make sure that the charity complies with its governing document and the law.
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

To find out more about becoming a charity trustee please read the [Essential Trustee](#) guidance from the Charity Commission.