

Honorary Secretary Division of Occupational Psychology (DOP)

Purpose: The Honorary Secretary is instrumental in supporting the Division's operations.

Additional Information

The Secretary has been actively involved in the past in the Leadership Development Programme, supported the Treasurer, but has also taken a very active role to foster links with international associations.

Term: Three years when elected, up to one year when co-opted

Activities

Duties include:

- a) Guiding and shaping the day-to-day operations and priorities of the DOP committee and Executive.
- b) Work with the Chair and Executive Committee in contributing to the Division's strategy and effectiveness.
- c) Leading the DOP Executive Team's links with current and future volunteers, including developing and working with volunteers and encouraging greater active member engagement.
- d) Developing and leading on projects to enhance the effectiveness of the Division
- e) Contribute and support the Executive in relation to the Annual General Meeting. Monitor rules and procedures to ensure the Division is compliant with the processes British Psychological Society and legal requirements
- f) Developing a working relationship with other volunteers and working groups at a strategic level to enhance capabilities
- g) Attending quarterly DOP committee meetings and monthly DOP Executive teleconference plus any additional meetings needed for the role and executing any actions arising as appropriate.
- h) Secretaries are also able to nominate other members for particular positions, for example members of the Psychologist and Digest Editorial Advisory Committee

Personal Attributes

Essential

- There should be evidence of operational experience and capability.
- A strong administrative capability and highly organised
- Excellent communication skills appropriate to a distributed volunteer organisation
- Full Member of the Division

Opportunities

- Developing board level experience as part of the Executive of the Division
- Ability to develop the role to support the activities of the Division at a strategic level
- Be a part of influencing the wider profession and giving back to the profession
- Stay connected to the latest developments in Occupational Psychology
- Networking and developing relationships with key psychologists
- Potential to develop international connections
- Expenses may be paid for events of interest where these are of benefit to the Society.

Accountability

The Honorary Secretary is accountable to the BPS, DOP Committee and the DOP membership.

Relevant Documentation

Documentation will be available on liaison with the DOP Co-ordinator

