



## **AHUA EXECUTIVE COMMITTEE, HONORARY SECRETARY**

### **ROLE DESCRIPTION**

The Honorary Secretary is appointed for a three year period, renewable for a second term.

The role comprises:

- assisting the Executive Secretary in determining eligibility for membership when it is not clear;
- attending four AHUA Executive meetings a year (two online and two in person);
- joining the Executive Officer team and attending liaison meetings with bodies such as UUK, OfS, CUC in London on a regular basis;
- giving input to Executive Officers and the office on various national and operational issues between meetings.

After serving a second term, the member will be eligible to rejoin the Executive Committee after an interval of 12 months.