JOB DESCRIPTION: HONORARY SECRETARY

In addition to the general responsibilities of trustees, The Honorary Secretary’s duties are:

- Ensuring the Institute operates according to the procedures set out in its Royal Charter, By-laws, Regulations and Rules.
- Overseeing the Institute’s disciplinary procedure for Members, including advising the Secretariat, and appointing disciplinary hearing panels.
- Overseeing a regular review of the Institute’s Code of Professional Standards and Conduct and lead responsibility for professional practice matters.
- Line management of the Chief Executive Officer.
- Primary trustee contact with the Institute’s HR and legal advisors on matters not delegated to the Chief Executive.

Eligibility

- Corporate Member of the Institute (ie CMLI, FLI)
- A member of Council for at least two years in the preceding ten years
- Nominated by 3 corporate members of the Institute

TERM OF OFFICE

The Honorary Secretary may serve for a maximum of two consecutive terms of two years unless in exceptional circumstances and on the recommendation of the Board the Honorary Secretary is elected for one further consecutive term of a maximum of two years.

ACCOUNTABILITY

The actions of the Board are directly attributable to the Landscape Institute therefore all members of the Board of Trustees have a general duty to act in the best interests of the Landscape Institute and to adopt the following standards for Committee members and trustees, which are based on the principles of the Nolan Committee:

Selflessness

Committee members and trustees of the Landscape Institute have a general duty to act in the best interests of the Landscape Institute as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

Integrity

Landscape Institute committee members and trustees

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
• As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
• Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity
In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Landscape Institute committee members and trustees should ensure that decisions are made solely on merit.

Accountability
The Landscape Institute’s committee members and trustees:
• Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the Landscape Institute;
• Are accountable for their decisions and actions to members, the public and funders. They must submit themselves to what scrutiny is appropriate to their role.

Openness
The Landscape Institute’s committee members and trustees:
• Should ensure that confidential material, including material about individuals, is handled in accordance with due care;
• Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands

Honesty
The Landscape Institute’s committee members and trustees:
• Have duty to declare any interests relating to their role as a committee member and to take steps to resolve any conflicts that may arise. Where private interests of a committee member/trustee conflict with their duties, he/she must resolve this conflict in favour of the committee member role;
• Must make relevant declarations of interest in the different circumstances and roles they play both within and outside of the Landscape Institute.

Leadership
The Landscape Institute’s committee members and trustees:
• Should promote and support the principles of leadership by example;
• Be supportive of the role of the Chief Executive and Secretariat staff.