



The Honourable Society of Cymmrodorion Honorary Secretary

The Honourable Society of Cymmrodorion is seeking to make an appointment to the office of Honorary Secretary, to succeed Dr Lynn Williams who has served in this capacity since 2015 and who will relinquish the role in the Spring of 2019.

The Society was founded in 1751 and is based in London. It seeks to promote the practice and development of literature and of the arts and sciences that are of special interest to Wales and its people and contributes substantially to many aspects of Welsh cultural life. The Society is a Registered Charity governed by a President and a Council of trustees. It received a Royal Charter in 1951. More information about the Society can be found at: www.cymmrodorion.org.

The Honorary Secretary is one of the Society's principal executive officers and is responsible for ensuring that its administrative work is carried out smoothly in accordance with its statutory and other legal responsibilities and with the wishes of Council. The Honorary Secretary works closely with the President and other office holders (the Chair of Council, the Honorary Treasurer, the Honorary Editor and the Events Secretary) on strategic issues relating to the Society.

The position entails, *inter alia*:

- acting as secretary to the Council and other committees, as well as to the Society's Annual General Meeting, and being responsible for other aspects of the Society's governance;
- dealing with correspondence with a range of individuals and organisations and with enquiries from members of the Society and the general public;
- in consultation with the other officers, providing other day-to-day administrative and executive services to the Society.

The Honorary Secretary is *ex officio* a member of the Society's Council and a trustee of the Society. The role should appeal to people wishing to contribute to the cultural life of Wales and to work in a team with the other executive officers. Attendance at meetings in London will be necessary. In accordance with the Society's commitment to the language, it would be advantageous to have a knowledge of Welsh, but this is not essential. Experience in administration and managing committees would also be desirable.

There are established procedures in place for the tasks involved in the role and the successful applicant will have the benefit of a handover from the current holder of the office.

Further information

Further information about the role may be obtained from the current Honorary Secretary, Lynn Williams (secretary@cymmrodorion.org). Expressions of interest, outlining relevant experience and reasons for wishing to be considered for the role, should be directed to the Chair of Council, Ceridwen Roberts (chair@cymmrodorion.org), not later than 31 December 2018, with an interview in early 2019.