



Summary of RHS Staff Roles & Responsibilities

Job Title	Executive Secretary	Administrative Assistant	Research & Communications Officer
<i>Line manager</i>	Honorary Secretary	Honorary Secretary	Honorary Secretary
<i>Key responsibilities</i>	<ul style="list-style-type: none"> --RHS offices and administration management --Financial management and administration --Membership finance, administration and circulars --Support for Council meetings --Publications administration --Website events and publications pages --RHS library and archive collections 	<ul style="list-style-type: none"> --Administration of Grants and Prizes, membership/fellowship applications --Support to Council Meetings and Committees as needed 	<ul style="list-style-type: none"> --Update and refresh website and maintain presence on social media -- Support delivery of RHS communications strategy --Support research and education policy committees --Undertake research on projects as determined by Council
<i>Support provided to</i>	<ul style="list-style-type: none"> Hon Treasurer (all finance matters, including audit, receipt of subscriptions etc.) President (all areas) Hon Sec (membership administration, support of Council) Chair of General Purposes (Organisation of visits, symposia, lectures etc.) Hon Director of Communications (comms with members etc. as detailed in Communications strategy) 	<ul style="list-style-type: none"> Executive Secretary (as needed) Chair of Membership (membership/fellowship applications) Chair of Research Support (research support) 	<ul style="list-style-type: none"> Chair of Research Policy (Committee support) Chair of Ed Policy (Committee support) Hon Director of Communications (Implementation of Communications strategy) President (updating website content as required)