



## THE ROLE OF THE GENERAL SECRETARY

*(See also Section J of the constitution)*

**The General Secretary is responsible to the National Executive Committee (NEC) through the President or through the Vice-President, deputising for the President.**

The General Secretary will be a **full-time employee of the Association (AEP)** and will therefore need to resign, or negotiate an appropriate period of absence from their current Employment to take on the role of AEP General Secretary. **The post of General Secretary is a four-year term.**

The General Secretary will not be a member of the NEC but will be expected to attend all its meetings in a non-voting capacity, as well as attending all General Meetings of the Association.

This **position shall be nationally elected by full, assistant and trainee members** of the AEP. The General Secretary shall be a **full-time paid employee of the Association** with salary and conditions of service as determined by the NEC.

The General Secretary works with the NEC, staff and members to ensure that the AEP can achieve the goals set by its members, and remains true to its mission, vision, and values.

**Nominees for the post of General Secretary shall be qualified educational psychologists with a minimum of 5 years' full membership of the AEP within the immediate past 7 years.**

Time spent in employment as the AEP's General Secretary shall be counted towards the required 5-year period of full membership.

Nominees must be in good standing within the profession.

### **Desirable previous experience:**

- Developing strategy and managing/ leading/ supervising teams towards supporting the practical application of an agreed strategy.
- Organising, negotiating and/or campaigning within a trade union or similar context.
- Managing budgets successfully, at an organisation, team, or a project level.
- Advocacy and/or representation/case handling in employment matters.

### **Personal attributes, knowledge and skills:**

- Knowledge of the work and aims of the trade union movement.
- Strong communication, negotiation and interpersonal skills.
- Credibility to influence stakeholders at all levels, including engagement with a range of media.
- Solid organisational and planning skills.



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- Good knowledge and experience of using standard IT programmes.
- Ability to exercise a high level of discretion, diplomacy, judgement, and initiative.
- Ability to work to a broad brief, with competing priorities, under-pressure and without supervision.
- Analytical and creative problem-solving skills.
- Commitment to social justice and trade unions.
- Ability to actively promote equality and diversity in all aspects of the Association's work.

### Key responsibilities and tasks:

#### **1. The promotion of the role of the Association as an effective trade union**

- 1.1 Ensure that trade union and other legislation having implications for case law and other relevant documentation is monitored.
- 1.2 Lead the AEP's delegation to the Soulbury Committee, its Panels and Working Parties and to prepare relevant documentation.
- 1.3 Ensure that issues relating to salaries and conditions of service for EPs both nationally and locally are monitored and to take such action as may be determined by the NEC to negotiate terms and conditions for EPs via the Soulbury Committee.
- 1.4 Ensure that appropriate investigations and preparation of information relating to salaries, conditions of service and related issues as required by the NEC is undertaken.
- 1.5 Ensure that the NEC is briefed on significant issues arising from the role of the AEP as a trade union.

#### **2. Oversee and ensure support of individual members and groups of members in issues relating to salaries, conditions of service and employment**

- 2.1 Determine how casework is allocated according to policies as determined from time to time by the NEC.
- 2.2 Ensure that matters which should be communicated to members and LEA Representatives, concerning the conduct of local casework, is brought to the attention of the NEC.
- 2.3 Oversee the induction, development and training of AEP local representatives, Regional Representatives and new NEC members in matters relating to individual and LEA casework.
- 2.4 Ensure that the NEC is provided with regular reports as may be required on developments in casework involving individual members and groups of members.

#### **3. The active promotion of the role and work of educational psychologists through the promotion of the AEP as a professional association**

- 3.1 Promote the policies of the AEP and the public image of educational psychologists as agreed by the NEC.



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**3.2** Respond positively and constructively to specific requests for information about the policies of the AEP as appropriate.

**3.3** Ensure that Acts of Parliament, Court decisions, Government briefings and circulars and other relevant documentation are monitored and brought to the attention of NEC.

**3.4** Represent the Association on outside bodies, working groups and conferences as requested by the NEC.

**3.5** To act as a spokesperson for the AEP and ensure that the AEP's views and advice on matters of concern to the profession of educational psychology are made known at all levels of national government; local government and other public and private bodies concerned psychological and educational matters.

**3.6** To act as a spokesperson for the AEP within the media as required.

### **4. Working with Officers and the National Executive Committee on key areas of policy and development**

**4.1** To undertake the duties and responsibilities specified by the constitution of the Association. To lead the Association and ensure strategic and operational aims and objectives are met, in accordance with policies agreed by the NEC. To establish and continuously develop the AEP as a viable and effective organisation. To report to and advise the NEC on the activities and performance of the Association.

**4.2** To have overall responsibility to ensure that documents for members, government departments and others as determined by the NEC are produced.

**4.3** To have overall responsibility to arrange for research to be undertaken and for responses to be made to specific enquiries for information on key professional issues as agreed by the NEC.

**4.4** To have overall responsibility to ensure that AEP databases and other relevant information systems are appropriately maintained in line with GDPR and arrange for them to be updated and kept fit for purpose.

**4.5** Ensure that the NEC are informed and advised on key areas of policy and development relevant to the profession and employment of educational psychologists.