

THE BRITISH BEEKEEPERS ASSOCIATION

Registered Address: National Beekeeping Centre, Stoneleigh Park,
Warwickshire. UK CV8 2LG ☎ 02476 696679



Registered Charity No. 212025

Glyn R Davies,
Executive Chairman
Landscape, Eastern Road,
ASHBURTON, Devon
TQ13 7AR

☎ Home 01364 652640

☎ Mobile 07711 200 911

Email : landscape@eclipse.co.uk

Copy of Letter to Applicants Revised

December 11, 2003

Dear

Appointment of General Secretary

Thank you for your interest in the Position of General Secretary to BBKA. I enclose a copy of the Job Specification. There will be an agreed contract arranged with the successful applicant and the Job Specification will form the basis of the contract which may be on an employed basis or other wise.

Will you please submit your application in a letter describing your suitability for the role. Please also enclose a detailed CV indicating your beekeeping experience and professional skills, which would enable you to perform the duties to the satisfaction of the Executive Committee. Please include the names and contact details of TWO persons who have agreed to provide a references to support your application.

Your application should be sent to the National Beekeeping Centre for the attention of the Chairman to arrive by 9th January 2004 and mark the outside of the Envelope "General Secretary".

Short listed candidates will be invited to attend an interview, which will be held at the National Beekeeping Centres in early February 2004.

Thank you for your interest in the British Beekeepers Association.

Yours sincerely,

Glyn Davies
Chairman, BBKA

Job Description –

General Secretary of the British Beekeepers Association (BBKA)

1. Objectives

- 1.1. To further the aims and objects of the BBKA, which are to promote the craft of beekeeping.

2. Functions

- 2.1. To report to the Chairperson of the Executive Committee of the BBKA.
- 2.2. Give effect to the policy decisions of the Area Member Associations of the BBKA as expressed at the Annual Delegates Meeting.
- 2.3. Ensure effective executive and administration support to the Area Member Associations through the maintenance of the Members Register and the efficient management of the head quarters office function.
- 2.4. Assemble the necessary information and advice and prepare suitable briefs to assist the Executive Committee in its deliberations; assist the other Officers of the Association in their work.
- 2.5. Communicate frequently with the membership through any appropriate channel including BBKA News and Bee Craft, the BBKA web site, BBKA Conventions and the National Honey Show, and by attendance at member's association meetings when invited.
- 2.6. Disseminate information to the general public; deal with the public and assist the Chairperson or relevant Officer with media enquiries.
- 2.7. Liaise regularly with specialist national and international organisations whose activities impinge on bees and beekeeping.
- 2.8. Foster good relations with other like-minded groups.

3. Activities

- 3.1. The General Secretary will assist the Trustees and Officers of the BBKA wherever possible both personally and through the facilities at headquarters.
- 3.2. The General Secretary will:
 - 3.2.1. Attend the Annual Delegates Meeting.
 - 3.2.2. With the President and Office Administrator, make all arrangements for this annual meeting; circulate the agenda, the minutes, notices and reports after agreement by the Executive Committee.
 - 3.2.3. Ensure provisions of the Constitution are observed.
 - 3.2.4. With the Office Administrator be responsible for the production of the minutes; highlight agreed actions and present proposals to the next Executive Committee for their implementation.
- 3.3. The General Secretary will:
 - 3.3.1. Attend Executive Committee Meetings.
 - 3.3.2. With the Office Administrator, ensure all arrangements are made for these meetings.
 - 3.3.3. Arrange for necessary briefing papers to be prepared and circulated together with as much other preparatory information as possible.
 - 3.3.4. Assist the Chairperson in establishing the order of discussion and the points for decision.
 - 3.3.5. Be responsible for the timely production of the minutes.

- 3.3.6. Highlight the actions to be taken and matters to be followed up by various officers.
- 3.3.7. Report on BBKA correspondence.
- 3.4. Committees of the Executive: The General Secretary will:
 - 3.4.1. Attend as many of these meetings as possible to assist them generally in their discussions.
 - 3.4.2. Arrange clerical assistance as requested from the headquarters facilities for the committees.
 - 3.4.3. Follow up actions as required.
- 3.5. Events: The General Secretary will:
 - 3.5.1. Attend external events organised by the BBKA as requested, specifically the BBKA Spring Convention, the Royal Show and the National Honey Show.
 - 3.5.2. Provide support for the organisation of the events arranged by the BBKA.
 - 3.5.3. Where immediate responsibility for an event is delegated to groups, will maintain a close liaison with them.
- 3.6. Headquarters Staff
 - 3.6.1. The General Secretary will be responsible for the management of the HQ staff.
- 3.7. Property and Equipment
 - 3.7.1. The General Secretary will be responsible for the safety, security and maintenance of the equipment of the BBKA, in particular that at the headquarters. Each year-end an itemised inventory of all BBKA assets will be made.
- 3.8. Co-ordination and Liaison within the BBKA
 - 3.8.1. The General Secretary should be aware of the work being undertaken by Trustees and Officers of the BBKA, and both personally and through the office facilities should give them all the assistance possible.
- 3.9. Public Relations
 - 3.9.1. The General Secretary should endeavour to monitor publicity about matters concerning bees and beekeeping. The General Secretary should seek positive publicity for the work of the BBKA, and be alert to opportunities to promote its interests. S/he will take special advantage of the close relationship with Bee Craft, and maintain good relations with the beekeeping and other press.
- 3.10. Liaison with Organisations and Area Member Associations: The General Secretary will:
 - 3.10.1. Maintain contact with CONBA, the NDB Board, Specialist Member Associations and Area Members Associations generally, through continual exchange of information and ideas, attending meetings and regular correspondence.
 - 3.10.2. Maintain relations with Government bodies, BIBBA, IBRA and other associations concerned with matters of interest to beekeeping.
 - 3.10.3. Maintain close relations with the Royal Agricultural Society of England and attend the Stoneleigh Park Tenants' meetings.

4. Authorities

- 4.1. The General Secretary will act under the authority of the Executive Committee in consultation with its Chairperson and the Treasurer.
- 4.2. The Executive Committee will determine clear general levels of authority sufficient for carrying out the designated duties. When necessary, more specific levels may be proposed by the General Secretary for agreement by the Executive.
- 4.3. The General Secretary shall be empowered to take such appropriate decisions to ensure the prompt and effective implementation of his/her duties in discussion with the Chairperson and Treasurer as appropriate.

4.4. A budget to cover the costs of the General Secretary and the headquarters office will be prepared annually by the General Secretary and the Treasurer for approval by the Executive.

4.5. Any other tasks deemed appropriate by the Chairperson of the BBKA.

5. Terms and Conditions of Employment

5.1. The appointment will be made with an annual salary up to £8,500 paid monthly in arrears to be reviewed on an annual basis.

5.2. There are no specific hours for the job but the previous General Secretary spent two to two and a half days per week. It is probable that one day per week would need to be at the National Beekeeping Centre at Stoneleigh.

5.3. There will be no payment of pension contributions but national insurance contributions at the standard rate will be paid by the BBKA and statutory deductions will be made from the salary. An alternative system of remuneration will be considered if requested.

5.4. The appointment will be ratified at the Annual Delegates meeting following the appointment of the General Secretary and would normally be expected to last for five years.

5.5. Notice of termination of the appointment will be one month on either side.

11th December 2003