



Job Description – Honorary Technical Secretary

The Constitution states:-

7. GOVERNING BODY

The governing body (BDS Committee) of the British Dam Society shall consist of the following:

...

- (h) Such additional Honorary Officers as the Committee may appoint to assist in the administration of BDS, which shall include the Technical Secretary, the Editor of Dams and Reservoirs and the Webmaster.

These Honorary Officers are selected by the BDS Committee, and do not have a fixed term of office – their tenure is terminated by mutual agreement or, exceptionally, by resolution of the BDS Committee.

The role of Editor for Conference Proceedings has historically been carried out by the Honorary Technical Secretary, but there is no requirement for the two roles to be combined, hence there is a separate job description of the Editor for Conference Proceedings

The duties of the Honorary Technical Secretary are:

General

- Be familiar with the BDS constitution.
- Liaise as necessary with the BDS Secretary, an administrative post provided by ICE.
- Respond to technical queries, received either direct or via BDS Secretary. In many cases all that is needed is some text for the BDS Secretary to use in a reply. There may be a couple of these queries per month and typical queries are:
 - wanting a reservoir engineer (refer query to Defra website or BDS Corporate Members list);
 - wanting a contractor (refer query to BDS Corporate Members list);
 - wanting to advertise a job (refer query to NCE Classified Advertisements);
 - wanting information on a specific reservoir (this may require some investigation to identify who can assist).
- Keep an overview of the BDS guidance documents used by committee members to fulfil their various roles, including identifying the need for new guidance and for updating old guidance. Request the appropriate persons to prepare or update the documents.
- Chair the Bateman Award panel, which judges the best paper every two years in which at least one of the authors is a BDS Member.

BDS Administration

- Prepare the agendas for and the minutes of the Executive Committee meetings (usually short meetings by telecon, four to six times a year)
- Prepare the agenda for and the minutes of the Annual General Meeting
- Prepare the invitation letter and nomination form for BDS committee elections, to be issued by the BDS Secretary.



- Prepare the invitation letter for the BDS Chair and Vice Chair elections every two years, to be issued by the BDS Secretary.
- Arrange the elections for BDS Young Professionals Steering Group
- Working with the BDS Secretary, ensure that the correct timescales are met for elections and the AGM (see A3 - Programme for BDS AGM & Committee elections).
- Working with the BDS Secretary, agree dates and ensure that rooms and facilities at One Great George Street are booked as far ahead as possible - ideally two years (see A8 - Booking rooms and refreshments at ICE for BDS meetings).
- Working closely with the Webmaster, check and review articles, new items, and similar that are to be posted on the BDS website

ICOLD

- Receive ICOLD material via e-mail from the BDS Secretary and disseminate as necessary. This may include a request to review a draft technical bulletin, in which case download the bulletin and ask for reviewers via BDS eNews; collate the reviews and respond to the ICOLD Technical Committee.
- Receive abstracts for submissions by BDS Members to ICOLD meetings; review personally or use the BDS Executive Committee; inform authors and arrange for peer reviews of final papers prior to submission to ICOLD.