



Society of Operations Engineers

Honorary Secretary Application Form

Please complete the form and return to the Designated Executive Director by **5pm on 8 November 2024**. The form can be returned electronically to emma.thompson@soe.org.uk or by post to 22 Greencoat Place, London, SW1P 1PR.

The completed form will be shared with the Governance and Nominations Committee where recommendations will be given to the Trustee Board.

Name

Membership number

Please describe any relevant experience where you have had to work on governance documentation

Please describe details of any previous SOE voluntary roles and responsibilities

Please explain any relevant experience of dealing with complaints, either by a member, volunteer or staff member

Please describe your current knowledge and understanding of someone who can offer creative thinking and participate in the Society's decision-making and working with both volunteers and a staff team

Please describe any other knowledge, qualifications or experience you have that may be relevant to the role of Honorary Secretary, which is also a position on the Society's Trustee Board