



***the union***

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## General Secretary

The General Secretary shall be the full-time chief representative, negotiator and spokesperson for the association and shall perform their duties in line with trade union law, BAJ union rules, biennial conference decisions, NEC decisions and ballot decisions. The General Secretary shall be responsible for, but not limited to the general administration, accounting, banking, mail, email, telephone communication, membership database, Press Card applications, membership cards, certification compliance, BAJ website administration and daily business tasks deemed necessary by the NEC. The General Secretary is required to work using a virtual office model, and they will have the direction of any employed member of staff.

The General Secretary shall have the final say over the contents of BAJ News or any other newsletter sent to all members. A contract of employment shall be agreed between him/her and the NEC at the time of employment. The General Secretary shall be elected every five years by a ballot of the whole membership. The position will be advertised in the association's journal and other publications. The postal ballot shall be conducted as per single transferable vote and in accordance with trade union law.

The salary of the General Secretary shall be fixed by the NEC, currently £35K plus pension. If the finances of the association at any given time do not permit the implementation of this rule, candidates shall be informed of the situation when the post is advertised.

Candidates, who must have held BAJ membership for not less than 3 years and must have been a full-time working journalist, shall provide a statement, not more than 500 words and give full details of their education, working career and details of any other membership or links to organisations with which they have been associated over the previous two years. This information shall be included in the ballot papers. If the General Secretary position is uncontested, the union's journal shall within three months, publish the names of any other organisations with which the General Secretary has been associated over the previous two years.



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