

The Secretaries

- 11 The Secretaries** shall be responsible for overseeing recording of the proceedings of the meetings of EXCOM and Council, for the conduct of the Academy's correspondence, where appropriate, for the keeping of its records, for its publications, and for all business except that relating to finance, science policy, education and public awareness and international relations.

The Secretaries or one of them or in emergency a Fellow appointed by the President to act in their stead shall attend all general meetings of the Academy and meetings of Council.

In addition to the general oversight of all Academy business not covered by the other Officers, the Secretary Physical Sciences (Sec A) and the Secretary Biological Sciences (Sec B) in particular oversee the conduct of elections to the Fellowship; selection of successful candidates for Academy awards and grants; selection of members for the National Committees for Science; and management of Council vacancies.

The Secretaries, working work closely with the Fellowship Manager, and Director International Programs and Awards (National Committees):

- are usually appointed Vice-Presidents;
- oversee the conduct of elections to the Fellowship including: notifying the Fellowship of due dates for nominations; recommending Fellows to fill Sectional Committee and Discipline Nominating Group vacancies; overseeing the placement of candidates in Sectional Committees;
- provide advice and recommendations to EXCOM/Council on the election process for Ordinary, Special and Corresponding members;
- oversee the production of the booklet Candidates for Ordinary Election;
- oversee the summarizing of the discussion of short - listed candidates for election at March Council;
- arrange the identification and presentation to the Fellowship of candidates for consideration for Council vacancies;
- provide advice and recommendation to EXCOM/Council on the awards and grants process;
- recommend Fellows and other scientists to fill vacancies on honorific awards, research support and travelling fellowships committees;
- recommend to Council, based on awards/grants advice committees, Fellows and other scientists for research support, travelling fellowships and honorific awards.
- oversee appointments to the National Committees for Science and their national (eg discipline reviews) delegates for international meetings (eg interaction with International Scientific Unions);
- monitor International Council of Scientific Unions matters with the assistance of the Academy Committee on International matters and report to Council on relevant issues;
- oversee the maintenance of the Academy database and all publications, including the Annual Report, the Fellows Directory, and the Science at the Shine Dome Program, except academic publications (see Secretary Education and Public Awareness).