

NATIONAL INSTITUTE FOR RESEARCH IN NUCLEAR SCIENCE

GOVERNING BOARD

Duties of the Secretary

1. At the meeting of the Board held on 22nd May, 1962, it was pointed out that the agreement to establish the Electron Laboratory would make it necessary to distinguish between those duties performed by the Secretary in his capacity as secretary to the N.I.R.N.S. as a whole, and those undertaken in his capacity as secretary to the Rutherford Laboratory. This should be done even though no change was contemplated at present in the arrangement whereby the secretary of the N.I.R.N.S. acted also as secretary of the Rutherford Laboratory, being assisted in both functions by Dr. J. M. Valentine who was appointed in April, 1962 as Assistant Secretary (scientific) of the N.I.R.N.S.
2. It was agreed that a note should be circulated for comment setting out the duties of the secretary of N.I.R.N.S. It is suggested that these fall into three groups:-
 - (a) He should act as the agent of the Institute in all their corporate actions, e.g. in the preparation and submission of annual estimates, accounts and financial returns, the presentation of major schemes for financial approval, the arrangement of central negotiations with trade unions and staff associations, and legal actions such as land conveyances. He should receive communications which are for the Institute as a whole rather than for one of the Laboratories.
 - (b) He should be the secretary of the Governing Board and of the principal Institute committees, including the General Purposes Committee, the Personnel Committee and the Atlas Computer Committee, and should take part in the preparation of all major papers submitted to these bodies (by working with the people concerned, not merely by having the papers prepared and then sent through him). He should take part in the discussions and correspondence concerning the work and development of the Institute which go on outside Institute meetings.
 - (c) He should take part in the arrangements to secure a common or consistent policy in the two Laboratories. It is anticipated that there will be regular informal meetings for this purpose between the Directors of the two Laboratories, (with members of their senior staff as required) and the Secretary of N.I.R.N.S.