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## POSITION DESCRIPTION

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### SECRETARY

#### ***Position Overview***

- Works closely with the Association Co-ordinating Committee and Secretariat to ensure the setting up and execution of efficient administrative procedures within the Association and works for the continuing growth and efficient operation of the Association.
- Liaises with the Secretariat on the production and distribution of all reports, agendas and minutes of Co-ordinating Committee and Sub-Committee Meetings to, as well as maintaining an accurate schedule of contact details for Co-ordinating Committee and Sub-Committee members.
- The Secretary shall be a financial member of the Association.
- Should be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.

#### ***Primary Duties***

- Attend all Co-ordinating Committee meetings, including the Annual General Meeting.
- Liaises with the Secretariat to record, prepare and circulate the minutes of the Co-ordinating Committee meeting and other correspondence as required.
- Attend to all Association correspondence falling within the sphere of responsibility of the Secretary, consulting with other Association office bearers as necessary.
- Liaise with the Secretariat to arrange all aspects of the Association's Annual General Meeting to be held each year, preparing all necessary documentation including proxies, notices etc for distribution to all members.

### ***Other Duties***

- Be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.
- Work for the continuing growth and efficient operation of the Association.
- Co-signatory on cheques issued at Association level.
- Act in a timely fashion to all directives from the Co-ordinating Committee.
- Co-operate with Committee members and foster good relations between members.
- Promote the Association and the profession in a positive manner.

### ***Expenditure Authority Level***

As approved by the Association Co-ordinating Committee.