



Secretary Role

Criteria

- Must be a committee member
- Will be a member of the Management committee of the association
- Has experience or an interest in the care of Day Surgery patients
- Displays excellent communication abilities or willingness to learn
- Requires sound computer skills including Microsoft Office or willingness to learn; with easy access to computer and email
- Be committed to attend the DSNA SA monthly meetings

Responsibilities

- Coordinates with the President and committee members to ensure that accurate records are maintained as per the ADNSA SA Constitution with regards to the minutes of all meetings including the Annual General Meeting.
- Ensures that the agenda, minutes and other communications are distributed at least a week prior to meetings to allow the committee to prepare
- Ensures the committee are kept up to date with responsibilities and delegated duties by distributing the minutes and actions to be completed within 10 days of the meeting being held
- Acts as a signatory on bank accounts/cheques; when first elected will need to attend for ID check and signature recording at Beyond Bank

Activities

- Ensure minutes of the previous meetings are presented and accepted at the next meeting with a record of this recorded on the minutes prior to being archived electronically on the Secretary Memory drive and uploaded to the Committee only section of the DSNA SA website
- Received incoming emails addressed to the Secretary should be addressed in a timely manner either with or without committee involvement as necessary
- Record of all correspondence should be kept to table and record at the next meeting
- Consider forwarding minutes for review to President before distribution to rest of committee
- Forward minutes with actions to be completed to committee members via email, within 10 days of meeting.

- Develop meeting agendas after reviewing previous minutes and discussions with the President and distribute ideally 1 week prior to next meeting
- Respond promptly to all requests from the Treasurer regarding banking permission for Business Batch Banking and /or provide signature on cheque book after review of reimbursement receipts.
- Maintain list of committee member contact details, distribute to each member and upload to committee only section of DSNA SA website
- Maintain an updated Education program sheet template on Secretary memory drive
- Collaborate with the Treasurer and Media Portfolio person to maintain up to date membership/enrolment and trade forms to be available
- Welcome new members and creates opportunities to recruit new committee members
- Assist in review of Constitution; it is best to use track changes when making any change; to assist in completing the Office of Business and Consumer Affairs application form.
- Assist in the collaboration of update of all committee member /office bearing roles.
- Assist the Management committee to review and update all other forms for example Sponsorship application form, letters of receipt, letter of acceptance or rejection and all other communications used to assist in the promotion of the DSNA SA.
- Keep abreast of new information technologies and collaborate with committee members to excel in keeping up to date with information technologies

AGM Responsibilities

- 6 weeks before the AGM prompt the President to write President letter for circulation to the members of the DSNA SA
- 6 weeks before the AGM liaises with the President to ensure the Power point for the AGM update is commenced
- 4 weeks before the AGM; ensures that the President or Secretary or Treasurer mails out the President letter, nomination forms, previous AGM minutes and invitation to attend the AGM/Education Evening.
- 4-6 weeks before the AGM liaises with the Treasurer /or Membership Portfolio person and President to assess milestone membership for recognition such as 20 year, 10 year membership and life membership recognition.
- 2-4 week provides list of names so that prior to the AGM delegation of the responsibility of ordering life/ 20 year and 10 year membership badges/certificates can be arranged by the President.
- 1-2 weeks prior to the AGM finalises AGM Powerpoint in collaboration with President and Treasurer.
- On the night of AGM; records the attendees and the minutes of the AGM.

After the AGM

- Complete recording of AGM, save onto Secretary memory drive and upload to website; complete with PDF of Power point, the President letter and all reports.
- Update committee list and distribute to all committee members
- Request photo from new committee member for up load onto our " Meet the committee page"
- Update committee meeting dates and venues for the year ahead and send out to all.
- If completing Secretary role, complete a handover within one month, providing Secretary Memory Drive, old paper minutes and other relevant materials.