



SECRETARY

CRITERIA

- Will be a financial member of the association
- Will be directly responsible to the members of the association
- Will be a member of the Management committee of the association
- Has experience or an interest in care of Day Surgery patients
- Requires computer skills including Microsoft Office
- Requires access to a computer and email
- Requires organizational and communication skills

EACH MEETING

- Record minutes of Committee Meetings and Annual General Meetings
- Minutes of the previous meeting are presented and the accepted minutes are signed by the President at the committee meeting
- The signed copy with the treasurer's report and mail is archived for future reference
- Receive copies of incoming and outgoing mail related to DSNASA business

BETWEEN MEETINGS

- Type up minutes and maintain accurate records as per constitution
- Forward draft minutes for review by President before distributing
- Forward minutes with actions to be completed to committee members prior to next meeting
- Archive electronic copy of minutes & agenda's on USB stick
- Forward 'accepted' minutes to webdeveloper@adsna.info to have added to the DSNASA webpage in the 'committee only' section
- Develop meeting agendas after reviewing previous minutes and discussion with the President and distribute 1 weeks prior to meetings
- Is a signatory for cheques/accounts
- Update DSNASA webpage by forwarding updated information and flyers to the webdeveloper@adsna.info
 - Maintain current list of committee members/ positions/contact phone numbers/ email addresses
 - Maintain an updated Education Program sheet
 - Have education flyers added and removed in a timely manner

- Maintain an updated enrolment form
- Develop and maintain an email database of members for communication of upcoming events

AFTER THE AGM

- Receive a 'handover' from the outgoing secretary
- Receive the archived paper copies of minutes/ reports and mail
- Receive the USB with the electronic data and archived information
- Update the committee list with the new committee names / positions / contact phone numbers / email addresses
- Provide a copy to all committee members
- Review committee meeting dates and venue for next 12 months and provide a draft copy to all committee members
- Update DSNASA webpage as per above 'Between Meetings'
- Update the 'password' for the committee only section with the webdeveloper
- Write a DSNASA newsletter with review by President and committee for all members to include
 - New committee names and roles
 - Planned education dates for the next year
 - Contact details for President and Secretary
 - ADSNA website information
 - Fee structure