



Australasian Rehabilitation Nurses' Association

Position Description - Secretary

Responsibilities:

Financial Member of ARNA
Office is held for a two year appointment once elected at the AGM.

Duties Include:

- (a) Ensuring the Register of financial members is current.
- (b) Liaison with administrative assistant to ensure all records and documents are accurate and maintained safely.
- (c) Prepare the Agenda of all National Committee Meetings in consultation with the President and to ensure that all National Committee Members receive agenda no less than 48 hours prior to the scheduled meeting.
- (d) Check minutes of National Committee Meetings and Annual General Meeting for accuracy and ensure all National Committee Members receive minutes within three weeks of meeting being held.
- (e) Ensure that the minutes are signed and authorised by the president (or nominated chair if president absent for meeting)
- (f) Liaison with administrative assistant to ensure all incoming correspondence and requests are actioned promptly.
- (g) Active member of designated portfolio.

Robin Grenenger
Friday 28th January 2005