



Role Description

Position title	Council Member - World Administrators Alliance Council
Responsible to	Chair - World Administrators Alliance
Responsible for	No direct reports
Liaises with	WA-Alliance Council, Convenor of the WA-Summit, Committees, Task Forces and other such persons as shall be designated by the Council.
Term of Office	All Council members are as a rule elected for a period of two years, renewable for a maximum period of four years.
Our mission & purpose	The WA-Alliance's purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

WA-Alliance

The World Administrators Alliance (WA-Alliance), established in 2020, is the governing body endorsed by the 11th WA-Summit Business Meeting of Delegates from 27 Countries in August 2020. As a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

Position purpose

A Council member is responsible for contributing to all tasks necessary to execute the business of the WA-Alliance. A Council member may also be allocated an Officer Role, in addition to the responsibilities described below.



Key responsibilities

WA-Alliance Council Members will work with the WA-Alliance Council to further the aims of the WA-Alliance, including but not limited to the following:

- Advocate globally for the Administrative Profession.
- Foster collaboration between Administrative Associations & Networks across the globe.
- Take on other specific tasks that may be delegated from fellow Council members, or the Chair

Primary Duties

- Maintain strong connections with Administrative Professional Associations and Networks around the globe.
- Attend the monthly WA-Alliance Council Meetings.
- Attend the WA-Alliance Annual General Meetings.
- Support the Convenor and contribute to the bi-annual WA-Summit by
 - Co-ordinating, supporting or managing Task Forces, if formed, to action the outcomes from each bi-annual WA-Summit.
- Contributing to the WA-Alliance social media channels with articles.
- Speaking on behalf of the WA-Alliance at industry events.

Qualifications

- A commitment to, and a clear understanding of the mission of the WA-Alliance .
- A passion for the administrative profession.
- Proven leadership experience in an Administrative Association or Network.
- Comfortable working in a diverse international environment.
- Excellent communication skills in English, other languages are a bonus.
- A solid understanding of the commitments required to work in a voluntary organisation.

Evaluation

The effectiveness of the Council Member role, conduct and position description will be evaluated by the Chair.