



WORLD ADMINISTRATORS
ALLIANCE

Role Description

Position title	Secretary to World Administrators Alliance Council
Responsible to	Chair of World Administrators Alliance Council
Responsible for	No direct reports
Liases with	WA-Alliance Council, Convenor of the WA-Summit, Regional Representatives 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 year, renewable for a maximum period of four years.
Our mission and 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

The Secretary is responsible for supporting the Chair and the Council with all administrative tasks necessary to execute the business of the WA-Alliance, including but not limited to:

- Calling and convening the Annual Members' Meeting.
- Issuing the Annual Meeting agenda and all relevant papers to the Members.
- Taking Minutes and Actions from the Annual Meeting.
- Maintaining the records of the WA-Alliance.



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Key responsibilities

The Secretary will work closely with the Chair of the Council in the planning and execution of Council and Association meetings and ensure the smooth running of all administrative tasks for the WA-Alliance Council.

Primary Duties:

- The creation and timely distribution of agenda for Council meetings and Association membership meetings (e.g. Annual General Meeting)
- The accurate recording and distribution of the minutes of Council meetings. The minutes should reflect that the format and level of detail that the Council has determined.
- The creation and maintenance of an up-to-date council planning calendar outlining matters to be on the council's agenda over the course of a year.
- Maintenance of a full contact list of Council members including Council member appointment dates, term of appointments and Council member biographies.
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary's responsibility to find an alternate.

Secondary Duties

- The updating, maintaining and safe storage of the Council's Minute electronic Folder and other legal documents.
- Oversight of the Council's incorporation and charitable registration status and the facilitation of all annual filings of required reports and information.
- The maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the Council.
- The management of external correspondence and ensuring that requests made of the Council, or relevant to the governance of the Council, is reported and responded to in a timely manner.
- The accurate recording and distribution of the minutes of the Council's Annual General Meeting is managed appropriately. In the event of a change of Secretary at an AGM, the incoming secretary will assume the responsibilities of the office at the first Directors' meeting following his/her election or appointment.



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Qualifications

- A commitment to, and a clear understanding of the aims of the WA-Alliance.
- At least one year of previous service at Board level of an Association.
- Excellent organisation skills.
- Proficient in writing and maintaining procedural documents and templates.
- Excellent communication skills in the English language, other languages are a bonus.
- Comfortable working in an international and diverse environment.
- A solid understanding of the commitments required to work in a voluntary organisation.

Evaluation

The effectiveness of the secretary's role conduct and position description will be evaluated by the Chair.