



Role Description

Position title	Regional Liaison Officer
Responsible to	Chair - World Administrators Alliance
Responsible for	No direct reports
Liases with	WA-Alliance Council, Project Manager 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 a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, develop, influence and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

Council Member 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.

Regional Liaison Officer

In this position, the incumbent acts as the conduit and representative for the WA-Alliance in their designated region, including the following:

- Building a positive relationship with each of the Administrative Associations in the region, encouraging them to become members of the WA-Alliance.
- Fostering an atmosphere of collaboration between Associations and Networks in the region.
- Communicating the strategies and initiatives of the WA-Alliance to Administrative Professionals in the region.
- Being active on regional social media channels, sharing updates.
- Encouraging attendance at the WA-Summits to ensure inclusion and representation from the countries in the designated region.



- Bringing to the attention of the WA-Alliance Council particular challenges or issues that are facing Administrative Professionals in the region.
- Reporting on activities and progress at each 3-weekly Council meeting.

Key responsibilities

WA-Alliance Council Members will work together 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 bi-weekly 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 vision and 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.