



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 members, and other such persons as shall be designated by the Council.
Terms & Conditions of Office	This is a voluntary position. Council members are elected for a period of two years, renewable for a maximum period of four years.
Our mission and purpose	The WA-Alliance's 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.

WA-Alliance

The World Administrators Alliance (WA-Alliance), established in 2020, is a non-profit trade association, representing administrative associations, networks, industry specialists and professionals from across the globe. Our 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.

Position purpose

In this demanding role, the Secretary is the strategic partner of the Chair, managing all administrative tasks and processes necessary to execute the business of the WA-Alliance, including but not limited to:

- Calling and convening the Annual General Meeting (AGM).
- Issuing the AGM agenda and all relevant papers to our Members.
- Taking Minutes and Actions from the AGM.
- Managing all administration for the Council Meetings.
- Maintaining the records of the WA-Alliance.



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Key responsibilities

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

Primary Duties:

- The planning and organisation of all Council meetings (3-weekly) and Association membership meetings: Annual General Meeting, Members' Forum (quarterly), including the creation and timely distribution of agenda & presentations, election and voting procedures.
- The accurate recording and distribution of the minutes and actions from all Council meetings. The written minutes should reflect a true and accurate record of each meeting. Council meetings are held virtually on MS-Teams and the sessions are recorded.
- 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 and succession planning.
- Tracking of all Council actions, liaising with Council members on the status and progress of Actions for reporting purposes.
- If 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 electronic files 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 all policies and procedures with a systematic schedule for their review.
- The management of external correspondence and ensuring that requests made of the Council, or relevant to the governance of the Council, are reported and responded to in a timely manner.
- The accurate recording and distribution of the minutes of the WA-Alliance AGM. In the event of a change of Secretary at an AGM, the incoming secretary will assume the responsibilities of the office at the first Council meeting following his/her election or appointment.



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Qualifications

- A clear understand of, and full commitment to the aims of the WA-Alliance.
- At least one year of previous service at Board level of an Association.
- Experience as an Executive Assistant at level 4 on the Global Skills Matrix.
- Excellent administrative, organisation and planning skills.
- Proficient in writing and maintaining procedural documents, manuals and templates.
- Excellent written and verbal 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 for working in a voluntary organisation.
- A high level of competence with the digital tools used by the Council: Microsoft Office, Outlook, Teams.

Additional requirements

The Chair and Secretary use the [EMMRE](#) tool for task management, communication and planning.

Because of the international nature of the WA-Alliance, Council members must be prepared to collaborate across varying time zones and cultures.

Council members must have access to technology that will allow them fully engage with the work of the WA-Alliance.

Council members manage their own dedicated WA-Alliance mailbox, according to their role.

Council members are expected to attend three-weekly Council meetings.

Council members agree to bide by the WA-Alliance Team Charter.

Evaluation

Quarterly 1-to-1 meetings are held with the Chair which will include an evaluation of each Council role, conduct and position description.