

NEW ZEALAND ASSOCIATION OF OCCUPATIONAL THERAPISTS (INC)

ROLE DESCRIPTION

ROLE TITLE: Secretary

ROLE SUMMARY:

- To perform the duties of an elected Council member of NZAOT, with particular responsibility for the office of Secretary.
- To oversee the important documentation of the Association, ensuring that it is correct, orderly, and preserved in an accessible form for future years.
- To liaise with elected NZAOT Student Representatives

A. GENERIC TASKS

1. Attendance at meetings:

- 1.1 The Secretary is expected to attend regular Council meetings or meetings called at short notice either in person or by audio conference.
- 1.2 The Secretary is to report to Council: activity and issues pertaining to their office at regular meetings of Council.
- 1.3 The Secretary is expected to attend regular Operations Committee meetings or meetings called at short notice either in person or by audio conference.

2. Interface with Executive Director:

- 2.1 Regular liaison will occur with the Executive Director, to ensure that there is free flowing communication. The Secretary and Executive Director will discuss and decide the best means for this to occur.
- 2.2 The Executive Director will co-ordinate communication between the Secretary across portfolios when more than one portfolio is involved.
- 2.3 The Secretary ensures the Association is operating within the Rules, Regulations and Policies of the Association and will liaise with the Executive Director on issues relating to these documents.
- 2.4 The Secretary will guide the overall strategy relating to the office of Secretary. The Executive Director operationalises the strategy, which has been agreed by Council.
- 2.5 The Executive Director is the central information holder for the Association.

3. Interface with Operations Committee:

- 3.1 The Secretary is a member of the Operations Committee and is expected to attend all meetings. Council may place items on the agenda through the chair of the Committee (President). Decisions requiring consideration by full Council will be deferred to a full Council meeting.

- 3.2 The Operations Committee has powers and duties devolved by Council and will address urgent and ongoing matters of the Association, and make decisions accordingly, which will then be communicated to the portfolio holder.
- 3.3 The Operations Committee or Council will approve expenditure related to the portfolios.
- 3.4 The Operations Committee will make available all minutes of meetings.

4. Interface with Other Portfolio Holders:

- 4.1 Regular and ongoing communication is necessary between all Council members and the Executive Director to ensure the smooth operation of the Association.
- 4.2 The Executive Director will co-ordinate communication between the Secretary and portfolio holders for issues that involve more than one portfolio.
- 4.3 The Secretary is expected to have an understanding of the main themes and issues of all the portfolios and other offices.

5. Interface with NZAOT Members:

- 5.1 Regular liaison and networking on NZAOT matters is necessary with members around the country. Ideas and information should be fed back to Council on a regular basis. Council members are expected to attend and support Local Area Networks, using these as an important forum for two-way communication between Council and members.
- 5.2 The Secretary is expected to write a column for OT Insight on a regular basis, to keep members updated of current issues pertaining to the office of Secretary.

6. Interface with National Office:

- 6.1 In the first instance all communication should be with the Executive Director.
- 6.2 Any administrative support provided by National Office will be negotiated with the Executive Director.
- 6.3 National Office is the central point for all communication in and out of the Association; The Secretary will supply National Office with relevant documents related to their portfolio for filing.

7. NZAOT Strategic Plan:

- 7.1 The Secretary is expected to contribute to the strategic plan
- 7.2 All activities of the Secretary should be related to, and contribute to the achievement of goals outlined in the strategic plan.

B. SECRETARY SPECIFIC TASKS:

1. Duties specific to the office:

- 1.1. To ensure the Rules of the Association are monitored and kept up-to-date to ensure they are both complied with and enhance the operation of the Association.
- 1.2. To ensure the Regulations of the Association are monitored and kept up-to-date to ensure they are both complied with and enhance the operation of the Association
- 1.3. To work with members of Council and the Executive Director in developing a rolling programme of writing and reviewing policies and guidelines, position statements and other necessary documentation of the Association
- 1.4. To ensure polices and guidelines and other documentation of the Association are compiled with.
- 1.5. To implement the election of NZAOT Student Representatives, develop a system of communication with Student Representatives to ensure their optimal involvement with the Association and develop a strategy to increase the number of Student Members.
- 1.6. To ensure the Annual General Meeting of the Association is conducted in line with the Rules of the Association.

2. Terms of Reference:

- 2.1 Rules of NZAOT.
- 2.2 Regulations of NZAOT.
- 2.3 Polices and Guidelines of NZAOT.
- 2.4 Roberts Rules of Order: Newly Revised. Reference: Robert, H. M & Evans W. J. (Eds.). (1990). Roberts Rules of order newly revised. (9th ed.). Reading, MA: Perseus Books.
- 2.5 Incorporated Societies Act 1908.
- 2.6 NZAOT Student representatives Role Description

Ratified by Council 29/05/2001